



# GHAZI UNIVERSITY, D. G. KHAN

Phone 064-9260135

## EMPLOYMENT FORM Administrative/Non Teaching/other

Recent  
Passport size  
photograph  
should be  
affixed here

Post Applied for: \_\_\_\_\_ BPS: \_\_\_\_\_ ☐

Contract: \_\_\_\_\_ ☐

### 1. Instructions:

- All columns should not be left blank and all questions should be answered, where applicable.
- All information provided in this form must be supported with attested copies of certificate(s) for confirmation of authenticity of information.
- Column(s) where dates are required should be filled-in with proper dates instead of month/year only.
- Incomplete certificates/degrees need not to be mentioned.

Give the number and date of the bank pay order / bank draft/postal order with office of issue.

| Number |  | Date |  | Office of Issue |  |
|--------|--|------|--|-----------------|--|
|--------|--|------|--|-----------------|--|

### 3. Personal Information:

|                         |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
|-------------------------|--|-----|--|----------|--|-------|--|--------|--|------|--|--------------------|--|-----|--|-------|--|--|--|--------|--|--|--|--|--|--|--|--|--|
| 1. Name of Applicant:   |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 2. Father's Name:       |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 3. Date of Birth:       |  | Day |  |          |  | Month |  |        |  | Year |  |                    |  | Age |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 4. Domicile:            |  |     |  | Province |  |       |  |        |  |      |  | District           |  |     |  |       |  |  |  | Tehsil |  |  |  |  |  |  |  |  |  |
| 5. C.N.I.C No.          |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 6. Religion             |  |     |  |          |  |       |  |        |  |      |  | 7. Martial Status: |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 8. Postal Address:      |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
|                         |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 9. Permanent Address:   |  |     |  |          |  |       |  |        |  |      |  |                    |  |     |  |       |  |  |  |        |  |  |  |  |  |  |  |  |  |
| 10. Telephone No. (Off) |  |     |  |          |  |       |  | (Res.) |  |      |  |                    |  |     |  | (Mob) |  |  |  |        |  |  |  |  |  |  |  |  |  |

### 4. Academic Qualifications.

| Name of Certificate/Degree | Name of Institution/ Board/ University | Year of Passing | Marks / CGPA |                |       | Major Subject(s) |
|----------------------------|--|-----------------|--------------|----------------|-------|------------------|
|                            |  |                 | Total Marks  | Marks Obtained | % age |                  |
| Matriculation/ O' Level    |  |                 |              |                |       |                  |
| Intermediate/ A' Level     |  |                 |              |                |       |                  |
| Bachelors (Two Years)      |  |                 |              |                |       |                  |
| Bachelors (Four Years)     |  |                 |              |                |       |                  |
| Masters                    |  |                 |              |                |       |                  |
| MPhil/MS                   |  |                 |              |                |       |                  |
| PhD                        |  |                 |              |                |       |                  |
| Any Other                  |  |                 |              |                |       |                  |

**5. Computer Literacy:** (Tick the relevant column)

| <b>Skill</b>     | <b>Excellent</b> | <b>Good</b> | <b>Poor</b> | <b>Certificate/Diploma</b> |
|------------------|------------------|-------------|-------------|----------------------------|
| MS Word          |                  |             |             |                            |
| MS Excel         |                  |             |             |                            |
| MS Power Point   |                  |             |             |                            |
| Internet Surfing |                  |             |             |                            |
| Other Software   |                  |             |             |                            |

(Please specify only name of Certificates / Diploma).

**6. Give a list of all research papers published in Journals (if applicable).**

| Sr. # | Topic | Name of Journal | Date of publication |
|-------|-------|-----------------|---------------------|
|       |       |                 |                     |
|       |       |                 |                     |

**7. Job Experience:** (Starting with most recent appointment/job).

| Name of Department/<br>Organization /Firm | Post held<br>(with grade) | Period Served |    |                   | Reason for<br>Leaving |
|---|---------------------------|---------------|----|-------------------|-----------------------|
|   |                           | From          | To | Total<br>Duration |                       |
|   |                           |               |    |                   |                       |
|   |                           |               |    |                   |                       |

### **8. Relative(s) already Employed in Ghazi University**

☐ **Yes** ☐ **No**

**If yes supply their information, as below.**

| Sr. # | Name | Designation | Department | Relationship with applicant |
|-------|------|-------------|------------|-----------------------------|
|       |      |             |            |                             |
|       |      |             |            |                             |

## 9. References:

| Sr. # | Name | Department | Contact No. | Address. |
|-------|------|------------|-------------|----------|
|       |      |            |             |          |
|       |      |            |             |          |

**10.** Are you suffering or have you suffered from any Physical disability? **Yes** ☐ **No** ☐  
If yes, then what and when it happened\_\_\_\_\_.

**11. Have you obtained the explicit permission of your present employer to apply for this job?**

Yes ☐ No ☐

12. Have you ever been dismissed/terminated/removed from service in any Government/Semi Government/Autonomous Agency for reasons other than want of vacancy, retrenchment of post?      **Yes** ☐      **No** ☐

**If yes provide detail below**

| Name of Post | Department | Year of Termination | Reasons |
|--------------|------------|---------------------|---------|
|              |            |                     |         |

**13.** If you appointed how much notice period you required before joining

**14. Undertaking by the Applicant:** It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

**SIGNATURE OF THE APPLICANT**

[illegible]