

Application Form

KOHSAR UNIVERSITY MURREE



Affix your passport
size photograph

Post applied for _____

Subject/Department _____

Note: Please mark/fill information as applicable

(I) Personal Information

Name	
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Father's Name	
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Gender	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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Date of Birth	
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Qualification (last Deg/Cert)	
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Domicile	
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Present Address	

Permanent Address	

E-Mail	
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Personal Contact (ph. no.)	
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NIC #	
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(II) Academic Background /Professional Training

(a) **Academic Background** (Please start from highest qualification and go in descending order)

Type of Institution	NAME OF INSTITUTION & LOCATION City/Country	Attended from		to		Graduated	Certificate, Degree, or Other earned	Subject(s) of (Major/Minor)
		Month	Year	Month	Year			
		Secondary/ry/						
College or University								
Vocational/ Or Any other Institution								

Title of Thesis with degree (attach abstract) _____

Degree held	Year of award	Field	Institution	Grade / Div

(b) **Professional Training** (Please start from most recent training and go in descending order)

Course	Diploma/Certificate	Field of study	Institution	Grade / Div

(III) Employment History/Previous Experience (Please start from your recent job and go in descending order)

List present or last position first and continue in reverse chronological order.

Name & Address of Employer	Position Or Rank	From	To		Post held with Pay Scale	Reason for change
		Month Year	Month	Year		

In addition to present salary in your current employment, show total monetary value of all employer-paid benefits and allowances.

Show total financial compensation earned per year for consulting fees, honoraria, etc.

(IV). RESEARCH, PUBLICATIONS & PROFESSIONAL ACTIVITIES

(Provide following information in figures and attach lists with full details)

Papers published in refereed journals	Papers published in other Periodicals
Research Projects completed	Research Projects in Progress
Books Published	Books in Progress
Seminars Attended	Participation in Univ./Dept./Thesis Committees

Membership in or Affiliation with Professional Societies:

Research Publications Details

(Must include name of journal; year/volume of publication; page numbers; author(s); title)
(if required please use extra sheets)

Sr.	Title	Year	Journal name	National /International	Page no.

(V) Extra/Co-curricular Activities/Hobbies/Interests (if any)

(VI) Health & Personal Interests

1. Details of any past or present mental or Physical disability or serious illness

2. Your interest in extracurricular activities:

3. Have you ever been convicted for involving yourself in any criminal, political or other activities? If any

(VII) References (Academic/Professional References

(List four persons, including your present employer, to whom we may write about you)

	Full Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____

(VII) Residence In Murree

Check who will accompany you to Murree: Spouse Yes () No ()

(VIII)

Route of Application

Through Proper Channel / Direct to Kohsar University Murree

DECLARATION

It is hereby certified that all information given in this application form is accurate and to the best of my knowledge, nothing relevant has been concealed. I understand that if I am hired, this application will become a part of my official employment record. I understand that any statements on this form which prove to be untrue or purposely misleading will render the application void.

Furthermore, if discrepancies are highlighted at a later stage university retains the right to withdraw any offer made or dismissal at any time without any notice. I authorize the university to contact educational institutions, previous employers and others to verify the accuracy of the information contained in this application. I hereby release the university from any liability as a result of such contact.

I have read, understood and by my signature, agreed with these statements.

Applicant signature _____ Date _____

PLEASE STATE IF THE FOLLOWING DOCUMENT HAVE BEEN ATTACHED WITH THE APPLICATION “(AS PER ADVERTISEMENT)”

	YES	No
A. Copies of Original Prescribed Application Form (Set required against each post For Asst prof and above generally require 3 Set)		
B. Photographs		
C. Certificates/DMC/Degrees		
D. National Identity Card		
E. Domicile		
F. Experience Certificate(s)		
G. Reprints of Publications		
H. Departmental Permission from Appointing Authority		
I. Have you paid the Application Fee?		

INSTRUCTION FOR APPLICANTS

- i) Application forms must be filled carefully and legibly. If the hand writing is not good, capital letters must be used. The use of typewriter is permitted.
- ii) The application must be submitted to the Registrar, Kohsar University Murree, on or before the closing date mentioned in the Advertisement: those candidates who are already in service, Government or Semi-Government should apply through their department.
- iii) Any application received after the closing date is liable to be rejected.
- iv) All correspondence must be addressed to the Registrar, Kohsar University Murree, by designation and not by name.
- v) No TA DA will be paid for Test/Interview.
- vi) Candidates should clearly give their postal Address in capital letters. Any change in address should be reported to the Registrar immediately.
- vii) **Required demand draft should be addressed to the Treasurer, Kohsar University Murree.**
- viii) Candidates who submit unsigned application, does not submit original draft, proof of Age, Educational Qualifications, Experience or Domicile Certificate, his/her application will be rejected. Non-submission of full data will disqualify the candidate ab initio.
- ix) The candidate must be a citizen of Pakistan or person deriving his/her nationality from the State of Jammu and Kashmir.
- x) A candidate for appointment must be in good mental and free from any physical defect likely to interfere with the discharge of his/her duties. A candidate who after such Medical Examination, is found medically physically unfit, shall not be appointed in the University.
- xi) Requisite qualifications must be possessed on or before closing date. Such candidates whose result is not officially announced by Controller of Examinations of the University on or before closing date their applications will not be entertained.
- xii) The University shall consider all applications received and when necessary, interview such candidates as it considers prima-facie most suitable for appointment. The candidate may have to go through screening/on the basis of their results they may be called for a subsequent interview with the University sometime when large number

of applications are received for a view posts. The university lays down Higher Criteria for Pre-selection of candidates for interviews and on the basis of paper qualifications/Experience and supporting documents, only the most suitable candidates are called for interviews.

- xiii) A candidate must satisfy the university that he/she is eligible and suitable in all respects of employment under Government. The decision of the University in this behalf and as regards his/her eligibility in terms of advertisement shall be final.
- xiv) The prescribed experience will count after acquiring the requisite basic educational qualification, unless otherwise specified in the Advertisement.
- xv) Similarly the requisite age, basic educational qualification, and prescribed experience must be acquired on or before the Closing Date.
- xvi) Separate application form must be submitted and separate fee paid for each post applied for.
- xvii) If an acknowledgment is desired, the application must be sent by "Registered Post-Acknowledgement Due". No application otherwise will be acknowledged.
- xviii) If the above mentioned instructions are not strictly followed and application form is not properly filled is liable to be rejected.

FOR OFFICE USE

Application Received by: _____ **Date** _____

Checked by: _____ **Date** _____

Short Listed **Not Short Listed** **if not, reason(s)** _____

Signature & Name of Dealing Officer _____

Date _____