



UNIVERSITY OF JHANG

Main Gojra Road Jhang, Pakistan Tel: 047-9200425

For Office use only

Job Application Form

(For Teaching Position)

Diary #: _____

Date: _____

1. **Post Applied for:** _____

(i) **Nature of Appointment:** BPS TTS Other: _____

(ii) **Demand Draft detail:**

Bank Draft No. _____ Date: _____ Amount: _____

Bank Name / Branch: _____

Please attach a
Passport size attested
photo with
blue background

2. **Personal Information:**

(i) **Full Name** (Block letters): _____

(ii) **Father's Name** (Block letters): _____

(iii) **Marital Status:** _____ (iv) **Gender:** _____ (v) **Religion:** _____

(vi)(a) **Permanent Address:**

Mobile No.: _____ **2:** _____ **Landline:** _____

E-mail: _____

(b) **Mailing Address (if different from the permanent address):**

Contact No.: _____

(v) **Date of Birth** (dd/mm/yyyy): ____/____/____ (viii) **Age (on Closing Date):** ____/____/____

(vi) Nationality: Self: _____ Spouse: _____	(vii) Domicile: District: _____ Province: _____	(viii) CNIC No. _____
--	--	---------------------------------

3. Educational Qualifications:

Certificate / Degree obtained	Name of BISE / University / Degree Awarding Institute	Years Attended		Division /CGPA	Marks Obtained / Total Marks	Major Subjects
		From	To			
Matric or equivalent						
Intermediate or equivalent						
Bachelor's degree or equivalent						
Master's degree or equivalent						
M. Phil. /MS or equivalent						
Ph. D*						
Any other Qualification						

**For applicants, having Ph.D degree from a Foreign University are required to submit HEC Equivalence Certificate*

(ii) Ph.D Thesis was evaluated by:

Sr. No.	Name & Designation	Institution
1		
2		
3		

For Assistant Professor Candidates: if you have obtained PhD degree from a local University, its thesis must be evaluated by at least 2 evaluators belonging to the technically and academically advanced countries, otherwise at least 2 publications in HEC recognized journals are mandatory and must be mentioned in part-4(i) of this form, along with evidence.

(iii) Professional Qualifications / Trainings: (use extra sheet if required)

Name & Place of Institution	Certificate / Diploma obtained	Period Attended		Area / Field
		From	To	

(vi) Academic & Sports Distinctions:

(v) Languages Proficiency (Very Good, Good, Fair):

Language	Reading	Writing	Speaking
Urdu			
English			

4. (i) **Research Publications:**

Please provide a list of all the publications (Research papers, book chapters, books) in your CV, to be attached with this biodata form along with the copies of the first pages of the mentioned publications:

(a) For all the Subjects other than Arts&Design&Architecture

Sr. No.	Publication Type	Category (Indexation for Publications)/ ISBN for Books	Total Published	Published in Last 5 Years
<i>Publications in HEC Recognized Local Journals (Indexed in ISI Master List, without Impact Factor) / Books Published by Local Publishers</i>				
1	Research Papers (1 st , 2 nd and/or Corresponding Author)	X category		
		Y category		
		Z category (only for languages)		
2	Research Papers as Co-Author	X category		
		Y category		
		Z category (only for languages)		
3	Book Chapters Published as Principal Author (1 st and/or Corresponding Author)			
4	Books Authored (having ISBN) as Main Author (First Author)			
5	Books Authored (having ISBN) as Co-Author			
6	Books Edited (having ISBN) as Main Editor			
7	Books Edited (having ISBN) as Co-Editor			
<i>Publications in Impact Factor Journals (W category), Book Chapters/Books Edited, published by International Publishers (having ISBN)</i>				
1	Research Papers (1 st , 2 nd and / or Corresponding Author)			
2	Research Papers as Co-Author			

Sr. No.	Publication Type	Category (Indexation for Publications)/ ISBN for Books	Total Published	Published in Last 5 Years
1	Book Chapters Published by International Publishers (having ISBN) as Principal Author (1 st and/or Corresponding Author)			
2	Books Authored as Main Author, published by International Publishers (having ISBN)			
3	Books Authored as Co-Author, published by International Publishers (having ISBN)			
4	Books Edited/Co-Edited, published by International Publishers (having ISBN)			

(b) For the subjects of Fine Arts/Design/Architecture

Sr. No.	Parameter	National	International	In Last 5 Years
1	Total Number of Exhibitions			
2	No. of Exhibition(s), in which at least 2 new works of art have been presented			
3	Participation in Total No. of Competitions			
4	No. of Competition(s), in which at least 2 new works of art have been presented.			
5	No. of Architectural Design Competitions			
6	No. of Design Excellence Awards			

(ii). Employment Record and Experience (Starting from recent one):

Post Held	BPS / Salary	Institution / Organization	Duration		Experience			Certificate Attached? Yes/No
			From	To	Year	Month	Day	
Total Experience (upto the closing date of submission of applications)								

(iii). Research Supervision:

Are you an approved HEC PhD Supervisor? Yes / No (if yes, attach evidence)

Only supervision of those Ph.D./M.Phil. /MS students will be considered, who have successfully secured their respective degrees (attach evidence).

Sr. No.	Parameter	No. of Students Supervised	
		Major Supervisor	Second Supervisor or Co-supervisor
1	No. of Ph.D. students supervised		
2	No. of MS/M.Phil. students supervised		

(iv). Research Grants / Funds:

Only completed and competitive research grants as Principal Investigator (PI) only. No weightage will be given for the Co-PI.

Sr. No.	Funding Agency	National / International?	Project Title	Funding (in PKR Millions)
1				
2				
3				
4				

(v). Teaching Profile:

Teaching Profile should reflect the academic contribution of the candidate for the department / subject in particular and University in general.

a. Courses Taught (both Graduate / Undergraduate):

Sr. No.	Course Title (with Code)	Semester	Department	Credit Hours	Class (PhD / M Phil / M. Sc. / BS)
1					
2					
3					
4					
5					
Total Credit Hours:					

b. New Courses Developed (both Graduate / Undergraduate):

Sr. No.	Course Title (with Code)	Semester	Department	Credit Hours	Class (PhD / M Phil / M. Sc. / BS)
1					
2					
3					
4					
5					
Total Credit Hours:					

c. Other Achievements in Teaching (if any):

(v). Market Factor:

If you have a strong Market Factor, please provide details on separate sheet along with supporting documents. The Market Factor is determined through MoUs Signed, patents awarded / commercialized, startups of your business value idea, Publications in collaboration with reputed Industry, product or prototype development, or publishing of original research articles (as 1st, 2nd and/or corresponding author) in Top-10 ranked journal (internationally valid evidence required) of your field.

5. Other Information:

(i) Membership/ Fellowship of Professional Bodies:

(Give the name and nature of memberships or offices held)

(ii) Foreign Visits: Official / Personal (Starting from the recent one):

Country	Duration		Purpose of Visit
	From	To	

(iii) Are you suffering from any physical disability? Yes / No
If Yes, Specify: _____ (attach certificate)

(iv) Have you ever been convicted from any court of law Yes / No.
If Yes, Specify: _____

(v) Is any inquiry or disciplinary proceeding currently pending / undergoing against you? Yes / No

(vi) Have you obtained NOC / Permission from your present employer to apply for this post (if yes please attach evidence): Yes / No

(vii) If you are under liability to repay money to any institution or person, please state the particulars:

(viii) Give names and addresses of at least two references:

a. _____

b. _____

(ix) List of Documents Attached (original or attested copies):

(i)	(vi)	(xi)
(ii)	(vii)	(xii)
(iii)	(viii)	(xiii)
(iv)	(ix)	(xiv)
(v)	(x)	(xv)

DECLARATIONS

General Declaration:

I hereby solemnly declare that all the information given in this Application & Biodata Form is true & correct to the best of my knowledge & belief. Moreover, the documents (testimonials, degrees, diplomas, experience certificates etc...) attached alongwith are valid and authentic.

I have read the instructions carefully and will be responsible if any of the information / document, provided by me, is proved wrong, at any stage of my employment.

Declaration about Genuineness of Research Publications (Specifically for Section 4)

I solemnly declare that research work, mentioned in this Application & Biodata Form, accurately reflects my own contribution and no misrepresentation, whatsoever, has been made in this regard. I understand the Zero Tolerance Policy of the HEC about Plagiarism. Therefore, I, as an Author of the listed publications (papers, books etc.) in this Application & Biodata Form as well as in the attached CV, declare that no publication (as a whole or its part / chapter) is plagiarized and any material used as reference is properly referred/cited.

I further undertake that if I am found guilty of any kind of plagiarism in the mentioned publications, even after joining University of Jhang, Jhang, the University reserves the rights to review my appointment and to take any other disciplinary action under the HEC's Plagiarism Policy / rules & regulations of the University.

Date: _____

Signature of the Applicant: _____

INSTRUCTIONS

In continuation to the instructions mentioned in the advertisement: -

1. This form must be accompanied by an updated CV, 3 recent attested passport size photographs, original demand draft and attested copies of educational testimonials, experience certificates and other such documents, as per information provided in the application form.
2. Incomplete applications or the applications received after the due date will not be entertained.
3. Those already in service should submit applications **Through Proper Channel** (by filling the attached proforma), within the due date, as mentioned in the Advertisement.
4. The University reserves the right not to fill any vacancy, increase or decrease the number of positions, consider any applicant for appointment in a lower grade or on any other position, without assigning any reason.
5. Additional sheets may be attached where space in columns is insufficient.
6. The information provided in Section 4 may be used for evaluation to grant the Advance Increments, in the cases of Assistant Professor, Associate Professor and Professor under Tenure Track System. However, the Selection Board / Higher Education Commission shall be the final authorities to grant or not to grant advance increment to any candidate.
7. The information provided in the Application / Biodata form must be accompanied with attested copies of relevant documents / evidences. No claim will be accepted without provision of valid evidence.
8. The applications complete in all respects should be submitted as under:
 - Professor / Associate Professor: Five Copies
 - Assistant Professor / Lecturer: Three Copies

✂ -----

RECEIPT

Name of Applicant: _____ Post Applied for: _____

Diary#: _____ Diary Date: _____ Signature of Official: _____

Departmental Permission Certificate

(To be submitted by the candidate, serving in Government, Semi-Government or Autonomous body other than University of Jhang, Jhang)

1. To be filled by the Candidate:

- a. Name: _____
- b. Father's Name: _____
- c. Presently working as: _____ BPS/Salary: _____
- d. Office / Department: _____
- e. Post, Applying for: _____

(Signature of the Candidate with Date)

2. To be filled by the Administrative Office:

- It is certified that the above named employee is working in this organization / institution on **regular / adhoc / temporary / other** _____ basis since _____.
- The above named candidate has been granted permission to apply for the said post by the Competent Authority of the parent organization.
- If the candidate is selected in University of Jhang, Jhang, he / she will be relieved of by the parent organization, immediately.
- There is no audit para / inquiry and pending dues against the applicant. There are no adverse remarks against him / her in the last five years of his / her PERs / ACRs.

Ref #: _____
Dated: _____

**Signature with Stamp of
the Appointing Authority
or the Authorized Officer**