



Women University Mardan

Application Form for Employment From BPS (17 & above) Admin Staff

Two Pictures
(attested from
backside)

Post Applied for: _____ (BPS): _____

Advertisement No: _____ Applying Date: _____

Deposited Amount: _____ Receipt No: _____ Dated: _____

Instructions:

- This application form, duly filled should be submitted to the Registrar Office, Women University Mardan, East Canal Road, Mardan on or before the due date along-with attested photocopies of CNIC, passport size photograph, certificates, degrees, detail marks certificate, domicile and other relevant documents.
- Attach original Bank Receipt to be deposited in Account No.15702-00-2 (**Non-refundable**) Titled: Vice Chancellor Women University Mardan (The Bank of Khyber, Chamber House Branch Mardan; Branch Code: 0007).
- Mobile Number provided in the application form should not be MNP (Mobile Number Portability).
- University will update the status through official website.
- The Candidate has to visit the University Official website www.wumardan.edu.pk regularly for updates.
- University will not be responsible for non-delivery of SMS or call letter.
- Persons already in employment must apply through proper channel along-with No Objection Certificate issued by the competent authority.
- The terms and conditions of the advertisement must thoroughly be studied to avoid any frustration or confusion in later stages of recruitment process.
- Marking/evaluation shall be based on the information written in the application form supported by documentary proof till last of date of advertisement with form submission. The educational/professional qualification and experience etc. with supporting documents submitted after last date of advertisement, i.e. during interview shall be not entertained/ considered.**
- Application forms once submitted shall be complete and correct with all respect and university will not be held responsible to inform the candidate to fulfill the deficiency or correct any wrong entry.
- Incomplete application forms and those received after the due date will not be entertained.**

1. Name: _____
(in capital letters)

2. Father's Name: _____
(in capital letters)

3. Gender: (Please Tick) ☐ Male ☐ Female 4. N.I.C. No.

5. Mailing Address: _____
(for correspondence)

6. Permanent Address: _____

7. Mobile / Cell No.

8. E-Mail: _____

9. Date of Birth

10. Age (on closing date)

Years Months Days

11. Nationality: _____

12. Religion

13. Marital Status _____

14. Province Domicile

15. EDUCATION: Commencing from the Matriculation or Equivalent Examination.

Certificate / Degree Level	Degree Title	Institute/Board	Passing Year	Obtained Marks/ CGPA	Total Marks/ CGPA	%age	Division
Matric or equivalent (10 Years)							
Intermediate or equivalent (12 Years)							
Bachelors (14 Years)							
Bachelors / BS (16 Years)							
Masters (16 + Years)							
M.Phil. / MS							
Ph.D. or equivalent							
Post Doctorate							

DISTINCTION: Mention Position/distinction/Gold Medal/other (if any) and attach certificate issued by HEC Recognized University otherwise marks shall not be awarded: _____

16. EMPLOYMENT RECORD: (Must Attached documentary proof)

S#	Name of Institution/ Organization	Duration		Designation & BPS	Nature of Job Permanent/ Temporary/private	Duration (in Months & years)
		From	To			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

*Provision of NOC is must for those applying through proper channel. Otherwise, application form will not be processed.

*Attach Experience Certificate/s along with Appointment letter/s otherwise “experience marks” shall not be awarded.

Total Experience: **Years** **Months** **Days**

17. PROFESSIONAL QUALIFICATION / TRAINING / CERTIFICATION / OTHERS, IF ANY; (e.g. B.Ed., M.Ed., DIT or others)

S.No.	Name of Institution	Type of training / course	Duration		Diploma or Certificate obtained
			From	To	
1.					
2.					
3.					

18. Membership of Learned Societies and other Achievements in the University, Public or International Affairs, if any.

19. COUNTRIES VISITED:

S#	Name of Country	Year of visit	Duration Spent	Purpose of Visit

19. CHECK LIST: (Attached documents according to the checklist, i-e, (from lower to higher relevant academic degree followed by diploma/short course certificates and experience certificates (if any))

Degree Title	Certificate/Degree	DMC/Transcript
Matric or equivalent	☐	☐
Intermediate or equivalent	☐	☐
Bachelors (02 years)	☐	☐
Bachelors (04 years)	☐	☐
Masters (02 years)	☐	☐
M.Phil. / MS or other equivalent	☐	☐
Ph.D. other equivalent	☐	☐
Post Doctorate	☐	☐
Experience Certificates attached	☐	☐
Other Certificate or Diploma	☐	☐

20. I have deposited Rs. _____ Receipt No. _____ (Please attach in original)

Dated: _____

DECLARATION:

I hereby declare that I agree to the terms and conditions of the advertisement on which I applied and all the entries in this form and all the additional particulars (if any) furnished along with it are true to the best of my knowledge and belief and documentary proof is attached. I understand that any misrepresentation of the facts in it shall result in the rejection of my application, and if an appointment has been accepted, I shall be dismissed from the service at any stage.

Dated : _____

Signature of applicant : _____