



FOR NON-TEACHING
/ ADMINISTRATIVE
POSITIONS

JOB APPLICATION FORM

(To be filled & submitted by the candidate. Incomplete/late submitted form shall be rejected.)

APPLICATION NO. _____ (for office use)

Advertisement Ref. No. _____ Last Date _____

Payment of processing fee (as per advertisement), please attach original deposit slip at back side of this page. Tick (choose) only one from following:

1	Through Challan	2	Bank Draft/ DD/ Postal Order/ Pay Order
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For Bank Draft/Demand Draft/ Postal Order:

Bank Name: _____ Sr. No. _____ Date: _____

Please attach recent
photograph

Name of the Post applied for: _____

1. Name of the Candidate _____
(in capital letters)

2. Father's Name _____

3. Spouse's Name: _____
(for married candidates only)

4. Present Address: _____

5. Permanent Address _____

6. E-mail Address _____ 7. Domicile _____

8. Candidate's Contact No. _____

9. Date of Birth _____ (as recorded in the Matriculation Certificate)

10. Age (on closing date for advertisement) :

Years		Months		Days	
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11. National Identity Card No.

					-							-	
--	--	--	--	--	---	--	--	--	--	--	--	---	--

12. Gender (Male / Female) _____ 13. Religion: _____

14. Do you possess the qualification prescribed for the post applied for?
(Yes/No) _____ (as specified in the advertisement)

15.Academic Qualification: All the entries must be supported by certificates or degrees failing which no claim of Qualification will be maintainable. (All documents should be attested) Please mention details of all examinations / degrees and technical qualifications obtained, starting with Matriculation in the order in which passed.

Certificate / Degree	Subjects	Board / University	Year of Passing	Total Marks	Marks obtained	Division/ CGPA	Remarks/ Distinction
Matriculation							
Intermediate							
Graduation (14 Years)							
BA/BSc. (Hons)/ Masters (16 years)							
MPhil/MS							
PhD							
Others							

16. Service Record: Indicate details of your entire service record upto your present post.

Total Experience = Years _____ Months _____

[illegible]

17. Professional Training (Please start from most recent training and list in descending order.)

Course/ Diploma/ Certificate	Field of Study	Institution

18. Research: (Give particulars of all post-graduate research work done. Please mention name of Institution and Professor under whose guidance the research was completed.)

Program	Topic
BA/BSc (Hons)/ MA/MSc	
MS/MPhil	
PhD	

19. List of Publications (Attach extra sheet if required.)

Title of Research Paper	Name of Journal with ISSN and Impact Factor	Volume, Page No. & Year
1.		
2.		
3.		
4.		
5.		

20. Please explain why you would like to join GC University Lahore?

21. References: (Provide two academic/ professional references)

Reference No. 1: Name _____

Designation _____ Organization _____

Address _____ Contact No. _____

Reference No. 2: Name _____

Designation _____ Organization _____

Address _____ Contact No. _____

22. If your last service has been terminated by the Government for want of vacancy, please give dates of such service from _____ to _____.
23. If you are an ex-serviceman, please give the dates of your service in Armed Forces (as shown in the Discharge Certificate) from _____ to _____. Also mention rank at the time of release / discharge:_____
24. If you have ever been dismissed / terminated / removed from any Provincial/ Federal Govt./ Autonomous/ Semi-Autonomous Agency of the Federal or Provincial Government for reasons other than want of vacancy, mention post _____ Department _____ Year _____ and encircle the word applicable to you: Dismissed / Terminated / Removed
25. Write “Yes” or “No” against the certificates and other documents which you have attached with this application:-

CHECK LIST (Please attach attested copies of the relevant documents)

		(Yes / No)
a)	i) Matriculation	
	ii) Intermediate	
	iii) Graduation	
	iv) Masters	
	v) MPhil	
	vi) PhD	
	vii) Domicile Certificate	
	viii) Experience / Service Certificate	
	ix) Ex-Service Man / Hafiz-e-Quran Certificate	
	x) Certificate of Distinction	
	xi) Certificates of Co-Curricular Activities	
	xii) Any other document	
c)	i) In case of Govt. Service, Departmental Permission Certificate from Appointing Authority.	
	ii) In case the candidate has been terminated from any Government Service due to non- availability of a vacancy, Certificate of such Service.	
	iii) In case of Ex-Serviceman, Discharge Certificate	

I do hereby solemnly declare that all the entries made and information supplied by me in this application form are correct to the best of my knowledge and belief. I fully understand that the facts given above will serve the basis for determination of my eligibility by the University and my candidature so determined by the University will stand provisional until it is verified with the original certificates at the time of test / interview.

Candidate’s Signature: _____ Date: _____

**THE GOVERNMENT COLLEGE UNIVERSITY
LAHORE**

Certificate of Departmental Permission

To be submitted by the candidate who is in Government / Semi Government Service

1. The following particulars should be filled in by the candidate:-

- a) Name _____
- b) Father's Name _____
- c) Post held at present _____
- d) Office / Department _____
- e) Post applied for _____
- f) Advertisement dated _____

Dated: _____

Signature of the Candidate

2. (This portion should be filled in by the Department / Office.)

The above mentioned candidate has been permitted by this Office / Department to apply for the said post and that:-

- a) He/ She has been employed in this Department/ Office as _____ since _____
- b) He / She holds this post in permanent / temporary or adhoc capacity.
- c) There is nothing on record of this Department which may render him ineligible for the post and that his / her record of service is satisfactory and no departmental proceedings / enquiry are pending against the candidate.
- d) If a Departmental candidate / employee is selected, he / she will be relieved by the Parent Department to join the post for which he / she has applied.

Signature
Name and Designation of the
Appointing Authority or Authorised
Officer on his behalf

Dated: _____

Candidate Name:	
Postal Address:	
	City
Contact Nos.	

Candidate Name:	
Postal Address:	
	City
Contact Nos.	

Candidate Name:	
Postal Address:	
	City
Contact Nos.	

Candidate Name:	
Postal Address:	
	City
Contact Nos.	

Candidate Name:	
Postal Address:	
	City
Contact Nos.	

GC University Lahore
To be filled by the Candidate

Application No.

Name of the Candidate

Name of post

Received by (Name & Signature) Dated: