



UNIVERSITY OF BALOCHISTAN, QUETTA

EMPLOYMENT FORM

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ISO 9001:2008 Certified

POST APPLIED FOR :

BPS :

INSTRUCTIONS

1. Application form shall be issued on receipt of Postal Pay Order / Bank challan of Rs 3500/= as cost of the application form in favour of the TREASURER, University of Balochistan, Quetta.
2. Application Form duly completed should not reach the Office of the Deputy Registrar (Estt.), University of Balochistan, Quetta later than the due date. Persons already employed should submit their forms through proper channel.
3. Please answer each and every question clearly and completely. Before submitting this form ensure that it is complete and the required documents are enclosed. Failure to do so will render the application liable to summary rejection.
4. Attach copies of all testimonials attested by the Gazetted Officer 17 or above.
5. Candidates will have to appear for interview at their own cost and without any obligation to the University.

SECTION - 01		(PERSONAL INFORMATION)	
Note: Please Fill All Data with Block Letters.			
1	Name (According to CNIC / Passport)		
2	Father's Name (According to CNIC / Passport)		
3	Mother's Tongue		Religion
4	Date of Birth (DD/MM/YYYY)		
5	Place of Birth		
6	CNIC		
7	Postal Address (For Correspondence)		
8	Permanent Address		
9	Home Tel.		Mobile
10	Email Address		
11	Marital Status	☐ Married ☐ Single	
12	Local / Domicile	☐ Local ☐ Domicile	
13	Place of Local / Domicile		

SECTION - 02	(ACADEMIC RECORD)
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Note: Start with the most recent Qualification attained.

S.No.	Name of Institution	Degree Name	Passing Year	Division / Grade	Any Position
1					
2					
3					
4					
5					
6					
7					
8					

SECTION - 03 (Language Proficiency)

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Note: Click the appropriate option.

[illegible]

SECTION - 04

(Job Experience)

Start with your present post, put in reverse order of employment during the last ten years and any significant experience not included in that which you believe will be helpful in evaluating your record.

1:	Job Title			
Monthly Pay	In Number			
	In Words			
Employer / Department Main Department	Sub Department		Total Service	
Core Responsibilities				
2:	Job Title			
Monthly Pay	In Number			
	In Words			
Employer / Department Main Department	Sub Department		Total Service	
Core Responsibilities				
3:	Job Title			
Monthly Pay	In Number			
	In Words			
Employer / Department Main Department	Sub Department		Total Service	
Core Responsibilities				

Core Responsibilities			
4: Job Title			
Monthly Pay	In Number		
	In Words		
Sub Department Employer / Department Main Department		Total Service	
Core Responsibilities			

SECTION - 05 (Research Publications) . Attach extra sheets if necessary.			
Title		Date of Publication	
Journal (Please Specify Volume)			
Title		Date of Publication	
Journal (Please Specify Volume)			
Title		Date of Publication	
Journal			

(Please Specify Volume)			
Title		Date of Publication	
Journal (Please Specify Volume)			
Title		Date of Publication	
Journal (Please Specify Volume)			

**CERTIFICATE OF DEPARTMENT PERMISSION (To
be completed by the Candidate)**

1	Name	
2	Father's Name	
3	Post Held	
4	Office / Department	
5	Post Applied For	
6	University Advertisement No.	

Place

Date

Name & Signature of the Candidate

TO BE COMPLETED BY HIS / HER DEPARTMENT

7: The Candidate is permitted to apply for the said post as:

7.1: He / She is employed in the Department / Office

as since

7.2: He / She holds this post in (permanent / temporary / adhoc) capacity

7.2: His / Her accepted domicile / local as per official record is

Place

Date

Name & Designation of the Officer

FOR OFFICIAL USE ONLY

OFFICE COPY

It is certified that

The candidate (Mr / Ms)

has applied for the post

on dated

and certify that he / she has submitted all the relevant documents thereof.

Name:

Designation:

Signature:

FOR OFFICIAL USE ONLY

ACKNOWLEDGMENT COPY

It is certified that

The candidate (Mr / Ms)

has applied for the post

on dated

and certify that he / she has submitted all the relevant documents thereof.

Name:

Designation:

Signature:

Check List
(Please Click the Appropriate Option)

S.No.	Detail of Particulars	YES	NO
1	3 Passport size photographs	☐	☐
2	Copies of CNIC attached	☐	☐
3	Copies of Local / Domicile attached	☐	☐
4	Matric Degree	☐	☐
5	Matric (Detail Mark Sheet)	☐	☐
6	Intermediate Degree	☐	☐
7	Intermediate (Detail Mark Sheet)	☐	☐
8	Graduation Degree	☐	☐
9	Graduation (Detail Mark Sheet)	☐	☐
10	Master Degree	☐	☐
11	Master (Detail Mark Sheet)	☐	☐
12	M. Phil Certificate	☐	☐
13	Doctorate Degree	☐	☐
14	Post Doctorate Degree	☐	☐

15	All Experience Certificates (as shown / mentioned in the Employment Form)	☐	☐
16	Employment Form has completed in all respects	☐	☐
17	Bank challan / draft of Rs. 3000/= has deposited in favour of University of Balochistan	☐	☐
18	Reference of past job has mentioned in the Employment Form	☐	☐
19	All related documents are attached with the Employment Form in the correct order	☐	☐
ANY OTHER DOCUMENTS			
20		☐	☐
21		☐	☐
22		☐	☐

*** Designed by D.I.T & Maintained By Data Administrator, Registrar Office, University of Balochistan, Quetta