



# Shaheed Benazir Bhutto Women University, Peshawar

## APPLICATION FORM FOR EMPLOYMENT

**Instructions:** Read the instruction carefully in the Advertisement and form before filling it. This application form, duly completed & signed should be submitted to the Deputy Registrar Meetings, Shaheed Benazir Bhutto Women University Peshawar on or before the due date along-with:

- i. Attested photocopies of certificates, degrees, detail marks certificate, domicile and other relevant documents. All documents and certificates mentioned in the Advertisement. The amount should be deposited on or before the closing date. Applicant will be ineligible in case fee is not paid or short/less payment of prescribed fee on or before the closing date of Advertisement.

Two  
Attested  
Photographs

**Account No. 3007551729**

**Account Title: Shaheed Benazir Bhutto Women University, Peshawar**

**Bank Name: the Bank of Khyber**

**Branch Code: 0074**

**IBAN Number: PK74KHYB5074003007551729**

- ii. Persons already in employment should submit their application forms through proper Channel along-with NOC issued by the competent authority.
- iii. **Incomplete application forms and those received after the due date will not be entertained.**
- iv. Use additional sheets, if required. Applicant. Each question should be answered clearly and completely.
- v. Canvassing in any form will disqualify.
- vi. The University reserves the right to increase or decrease the number of post(s), not to fill any post OR reject any application. The University reserves the rights to increase/decrees the number of post(s), not to fill/withdraw any post(s), withhold the appointment against any advertised post(s) without assigning any reason at any stage of to recruitment or by any statutory forum.

<b>POST APPLIED FOR</b>	<b>Post Title</b>				
	<b>Advertisement Number &amp; Date</b>				
	<b>Tick only one</b>	<b>Permanent</b>		<b>Contract</b>	
<b>AMOUNT/ FEE DEPOSIT DETAIL (BANK DRAFT/ BANK RECEIPT NO)</b>	<b>Amount Deposit</b>		<b>Receipt Attached</b>		
	<b>Name of Bank &amp; Date</b>				

## 1. PERSONAL INFORMATION

1	Name (in block letters as per matriculation Certificate)													
2	Father's Name (in block letters as per matriculation Certificate)													
3	Gender		Male					Female						
4	Date of Birth		Day			Month			Year					
5	Age on Closing date of the Advertisement		Year(s)			Month(s)			Day(s)					
6	CNIC No.							-					-	
7	Nationality		Marital Status											
8	Province		District of Domicile											

## 2. ADDRESS AND OTHER PARTICULARS

9	Present/Postal Address For correspondence (interview call)											
10	Contact Number For correspondence (interview call)	Mobile No										
		Phone No (Residence)										
11	Email Address											
12	Permanent Address											
13	Phone Number											

### 3. ACADEMICS BACKGROUND

<b>EDUCATION RECORD</b>											
Commencing from the Matriculation or Equivalent Examination											
S.No	Certificate/ Degree held	Name of Board/ University	Session	Year of Passing/ Award	Field/ Subject	Marks Detail		Attempt	Marks Percentage /CGPA	Grade / CGPA	Division / CGPA
						Obtained	Total				
1	Matric (SSC)										
2	Intermediate (HSSC)										
3	Bachelors (BA/B.Sc) (2-Year Program)										
4	Masters (MA/M.Sc) (2-Year Program)										
5	BS (4-Year Program)										
6	M.Phil/MS										
7	Ph.D										
8	Post Doctorate										
<b>ADDITIONAL RELEVANT QUALIFICATION</b>											
S.No	Certificate/ Degree held	Name of Board/ University	Session	Year of Passing/ Award	Field/ Subject	Marks Detail		Attempt	Marks Percentage/ CGPA	Grade/ CGPA	Division / CGPA
						Obtained	Total				

- Attested copy of all verified Education Documents is mandatory to be attached. In case of any other Certificates & Degree Equivalence/relevance where applicable from relevant government organizations is must to be attached.

#### 4. ACADEMIC DISTINCTION (if any)

S.No	Certificate/Degree (for which distinction is held)	Marks Details		Percentage /CGPA	Year of Passing/Award	Distinction/ Position
		Obtained	Total			
1.						
2.						
3.						

➤ Attested copy of Verified Distinction Certificates is mandatory to be attached.

#### 5. PROFESSIONAL/ FORMAL TRAINING OR EDUCATION

S.No	Course	Institution	Certificate/ Diploma obtained	Period		Type of Training	Field of Study	Grade	Year of Passing /Award
				From	To				
1.									
2.									
3.									

➤ Attested copy of all Verified Professional/ Formal Training or Education Certificates/ Diplomas must be attached.

#### 6. RESEARCH (Thesis Details at academic degrees level)

Give particulars of all graduate & post-graduate research work done. Mention name of Institution, Degree of research, title of thesis and Professor (Supervisor & Co-Supervisor) under whose guidance research was completed.

S.No	Degree of research thesis	University/ Institution	Name of Professor Supervisor/Co- Supervisor	Title of thesis
1	Bachelors			
	(2 Year Program)			
	(4 Year Program)			
2	Masters (2 Year Program)			
3	M.Phil/MS			
4	Ph.D			
5	Post Doctorate			

➤ Attested/ Verified copy of Research/thesis title, supervisor detail documents must be attached.

## 7. EMPLOYMENT HISTORY/ RECORD

(Please start from your recent job and go in descending order)

S.No	Name of Institution/ Organization	Duration Time				Designation	Pay Scale	Job Profile (Teaching/r esearch/ Administra tion)	Nature of Job Permanent/ Temporary (Note: In temporary Contract/Visiting/Fi xed Pay/ Daily Wages or any other form)	Status of Organization (Govt./Semi Govt./ Autonomous)				
		Dates		Period										
		From	To	Years	Months	Days								

Teaching & Administrative Higher Posts held if any

(For example Chairperson/Dean/ Any administrative Post held like Registrar, COE, Treasurer etc)

S.No	Name of Institution/ Organization	Duration Time				Designation	Job Profile	Nature of Job Permanent/ Temporary	Nature of Higher Post Charge (Note: Acting Charge/ Additional Charge/ Current Charge/Additional Task)				
		Dates		Period									
		From	To	Years	Months	Days							

- Attested copy of Experience Certificate must be attached & if any higher post(s) are held (if any) must be attached.
- For in-Service Candidates NOC is Mandatory.

## 8. RESEARCH PROJECTS

Give particulars of all research projects work done. Mention all details.

S.No	Research Project Funding/Donor Agency	Research project awarded to University/Institution	Research Project Grant/Amount	Name of PI/Co-PI	Research Project Title	Research project Status (Note: for example if project is in progress or Complete)	Research Project Status Dates (Note if project is in progress when will complete, if project is Complete then write completion date)
1							
2							
3							

- Attested/ verified copy of detail document showing Research Project(s) awarding agency, PI & Co-PI of the project, Project Grant Amount, Project status that weather its complete or in progress must be attached.

## 9. RESEARCH PAPERS/PUBLICATIONS

### a) NATIONAL/INTERNATIONAL JOURNAL PAPERS

S.No	Title of Research Paper/Publication	Complete Name of Journal & address (with ISSN No./ISBN No)	Date of publication (Complete date with year)	Vol. No	Page No.	HEC recognized (Yes/No)	Categorized by HEC as W/X/Y/Z	Principal/ Co-Author with S.No of author
1								
2								
3								
4								
5								

### INSTRUCTIONS FOR NATIONAL/INTERNATIONAL JOURNAL PAPERS

Attach attested photocopy of title of journal with each research paper mentioning impact factor. Attach list of Research Papers as per specimen given below must include title of research paper, Name/Title of Journal, year/volume of publication, page numbers, authors(s) of each research paper mentioning Impact Factor.

- Attach additional pages if needed/required.

**b) NATIONAL/INTERNATIONAL CONFERENCE PAPERS**

S.No	Title of Publication	Conference	Date of conference held	Venue	Conference Paper Author(s)/Presenter(s) with S.No of Author/Presenter
1					
2					
3					
4					
5					

➤ Attach attested photocopy of Conference paper and conference details paper.

**c) Book/ Books Chapter Written (if any)**

S.No	Title of Book/ Books Chapter Written	Subject/Description	Mention Co-Authors (if any)	Publisher (if any)
1				
2				
3				
4				
5				

➤ Attach attested photocopy of Book/ Books Chapter Written (if any).

**d) Lab Manual (if any)**

S.No	Title of Lab Manual	Subject/Description	Mention Co-Authors (if any)	Publisher (if any)
1				
2				
3				
4				
5				

➤ Attach attested photocopy of Lab Manual (if any).

**10. COUNTRIES VISITED**

S.No	Name of Country	Duration	Purpose of Visit
1			
2			
3			

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

S.No	Membership of University Statutory forum or Learned Societies	Duration
1		
2		
<b>Any other Achievements in the University, Public or International Affairs</b>		

**12. REFERENCES**

S.No	Details		
1	Name	Phone Number	Designation
	Address		
2	Name	Phone Number	Designation
	Address		

**13. State any other relevant facts. Attach additional sheet, if required.**

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**14. Checklist of required attested documents attached.**

(Please mention the all documents attached of education, experience, research etc you can add additional documents in the blank spaces)

<b>S.No</b>	<b>Documents Attached</b> (Educational, Research, Experience, Amount Receipt, NOC, CNIC, other certificates or any other relevant document)	<b>Check list</b> Tick the attached documents	<b>Not Applicable</b> (Tick if not applicable)	<b>Page No</b> (Write page number on the top right corner of attached documents)
1	Application Fee Receipt			
2	CNIC			
3	Domicile Certificate			
4	Matric Certificate			
5	Matric DMC/Transcript			
6	Intermediate Certificate			
7	Intermediate DMC/ Transcript			
8	Bachelors/Graduation Degree			
9	Bachelors/Graduation DMC/Transcript			
10	Master Degree			
11	Masters DMC/Transcript			
12	M.Phil /MS Degree			
13	M.Phil/MS DMC/Transcript			
14	Ph.D degree			
15	Post Doctorate Certificate			
16	Experience Certificate(s)			
17	Research Document(s)			
18				
19				

## 15. DECLARATION

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I hereby solemnly declare that all the entries/information provided by me in this application form, all the additional particulars (if any) furnished along-with it, are correct & true in all respect. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

Signature of the Candidate

Dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### **FOR OFFICE USE ONLY**

**Form Receipt Number:** \_\_\_\_\_

**Amount Verification (Treasurer Office):** \_\_\_\_\_

**Eligible / Ineligible :** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Scrutiny & Quantification Committee**

S.No	Member Name	Signature