UNIVERSITY OF OKARA

2- KM Main Multan Road, Renala Khurd Bypass, Okara

JOB APPLICATION FORM
(For Academics Position)

Affix one recent Passport size photograph

Job Applied For:	_____				**Sr. #**		
Special Quota (if any) Please tick relevant Box:	**Disabled**		**Women**		**Minorities**		
Reference of Bank Draft # / Challan Form							

1. Personal Information

Name: Mr./Mrs./Miss **(**in block letters**)**																			
Father/Husband's Name: (in block letters**)**																			
Postal Address:																			
Personal Mobile/Telephone Number:																			
Emergency Contact Number: (at least two mobile/phone numbers, other than personal number in case of emergency communication of information**)**																			
Email Address:																			
Date of Birth:	Day		Month		Year		**Age On closing date of Ad**				Years		Months		Days				
C.N.I.C. No:																			
Marital Status:	Married								Unmarried										
Gender:	Male								Female:										

Receipt

Received by: Name_____**Signature**_____

Diary No.: _____ **Date:** _____

2. EDUCATIONAL QUALIFICATIONS (in chronological order**)**

Certificate/ Degree	Major Subjects	Institution	Passing year	Marks / CGPA		Percentage / CGPA
				Obtained	Maximum	
Matric						
FSc/FA						
BSc/BA						
MSc/MA/ BBA (Hons.)						
MPhil/MS						
PhD						
Other specialized training						

3. KIND OF AVAILED LEAVES

A: Study Leaves (Required copies enclosed, if applicable)

Sr. No.	Study leave (i.e. MPhil, PhD, Post Doc. etc.)	Duration						Total Length of availed Leaves		
		From			To					
		D	M	Y	D	M	Y	D	M	Y
1.										
2.										
	Total Leaves									

B. Other leaves (i.e. Leave, EL, EOL, ML etc.) (Required copies enclosed, if applicable)		Duration						Total Length of availed Leaves		
		From			To					
Sr. No.		D	M	Y	D	M	Y	D	M	Y
1.										
2.										
	Total Leaves									

4. WORK PERFORMED EXPERIENCE.

Organization	Position held/major duties	Duration						Total Experience		
		From			To					
		D	M	Y	D	M	Y	D	M	Y
Total Experience										

4. PUBLICATIONS (Research publications in HEC / PEC recognized journals). Attach a separate list of publications if the given space is insufficient.	
5. DISTINCTIONS/AWARDS IN THE PRESCRIBED QUALIFICATION (IF ANY)	
6. REFERENCES	
1.	
2.	
3.	

UNIVERSITY OF OKARA

CERTIFICATE OF DEPARTMENTAL PERMISSION

To be submitted by the candidate who is in govt./semi govt./autonomous body service with the application form duly completed and attested by the concerned Registrar/Head, failing which the application shall be rejected.

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

   a. **Name:** _____
   b. **Father's Name:** _____
   c. **Post held presently:** _____
   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 candidate has been permitted by this Office / Department to apply for the said post and that: -

a. He has been employed in this Department / Office as _____(BS-____) since_____.

b. He holds this post in **permanent/temporary/contract** capacity.

c. 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 & STAMP

Dated: _____

7. CHECK LIST

Identify documents attached with this application

1.		Academics Certificates / Degrees	
	a.	Matriculation	
	b.	Intermediate	
	c.	Bachelor	
	d.	Master/BS Hons.	
	e.	M. Phil/MS	
	f.	Ph.D.	
2.		CNIC	
3.		Two passport size photographs	
4.		Domicile Certificate	
5.		Experience / Service Certificate/s	
6.		Certificate/s of Distinction/s	
7.		Certificate/s of Co-curricular Activities:	
8.		In case of Govt. service, Departmental Permission Certificate from Appointing Authority.	
9.		In case of Ex-Serviceman, Discharge Certificate	
10.		Any other document	

8. DECLARATION

I hereby solemnly declare that all the information provided herein is correct to the best of my knowledge and belief.

Date: _____ Candidate's Signature: _____

9. Instructions for submission of Job Application Processing Fee:

Application processing fee may be deposited using any of the following procedures;

1. Prepare a Bank Demand Draft in favour of, 'TREASURER, UNIVERSITY OF OKARA', (NTN: 9021534-6) and attach the original copy with the application form.

OR

2. Deposit the Application Fee in any HBL Branch (Habib Bank Limited) in the following account;

Title of Account: **'TREASURER UO OKARA-PAYMENT ACCOUNT'**

Account No.: **0152-79139089-01**

JOB APPLICATION PROCESSING FEE

SR. NO.	BASIC SCALE	FEE
01	BS-18	1,000

For office use

Mark ✓ against the relevant column:

1. The application is complete. _____

2. The application is incomplete as following documents are not attached:

   (i) _____

   (ii) _____

   (iii) _____

   (iv) _____

3. The application is accepted/provisionally accepted subject to supply of the following documents:

   (i) _____

   (ii) _____

   (iii) _____

4. The application is rejected:

   Reasons:
   _____

   _____

   _____

Checked by:
Name of the officer _____
Signature

Verified by:
Name of the officer _____
Signature

Registrar's Signature:
University of Okara.