



# Government College Women University Faisalabad

Tel: +92-41-9220065

## APPLICATION & BIODATA FORM

### Instructions

- I. This form must be accompanied by
  - (a) A Bank Draft amounting to rupees as prescribed in the National Press, drawn in favour of the Treasurer, Government College Women University Faisalabad.
  - (b) Attested copies of the relevant certificates and testimonials.
  - (c) Three passport size recent photographs.
- II. Persons already in employment should submit their applications through proper channel. The requisite NOC from current employer along with application must reach in the Office of the Registrar (Recruitment Branch) on or before the last date of the receipt of applications. The candidates who are living abroad and unable to appear before the Selection Board, their interviews will be conducted by the Selection Board through Video Link/ SKYPE.
- III. All Government employees who intend to apply for any post through proper channel shall clarify through the Heads of their attached Departments that there is no pending enquiry/out-standing dues against them. These conditions are necessary for grant of Departmental Permission Certificate/NOC.
- IV. Incomplete Applications or those received after the due date will not be entertained.
- V. The University reserved the right not to fill any vacancy without assigning any reason or consider a person for appointment in a lower cadre against the post advertised.
- VI. The applications complete in all respects are required in quadruplicate for the posts of Professor/Associate Professor/ Assistant Professor (BPS & TTS) and Lecturer (BPS).
- VII. Four copies for all Teaching and Non-teaching posts are required.
- VIII. In case a candidate is not selected for the post applied for, he/she may take his/her material back from the Registrar's office (Personnel Section) within six months of the meeting of the Syndicate. Thereafter, such applications would be destroyed and there will be no liability on the part of this University in any case.
- IX. Additional sheets may be attached where column space is insufficient.

**I. Post applied for (Subject):**

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**2. Full name (in Block letters):**

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**3. Father's name:**

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**4. (i) Correspondence address:**

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(ii) Mobile: \_\_\_\_\_ Landline \_\_\_\_\_

(iii) E-mail: \_\_\_\_\_

(iv) Permanent address: \_\_\_\_\_

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5. Date of birth (Age (years-months-days) at the time of closing date must be mentioned):

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6. Nationality of:

(a) Self \_\_\_\_\_

(b) Spouse \_\_\_\_\_

7. National Identity Card No: \_\_\_\_\_

8. (a) Educational qualifications:

Certificate /Degree obtained	Institution attended	Year attended		Division/ CGPA	Marks obtained/ Total Marks	Major subjects
		From	To			
Matric or equivalent	BISE _____					
Intermediate or equivalent	BISE _____					
Bachelor's degree or equivalent						
Master's degree or equivalent						
M. Phil. /MS or equivalent						
Ph. D.						
Any other qualification						

**(b) Professional qualifications /trainings :**

Name & place of Institution	Certificate / Diploma obtained	Year attended		Major subjects
		From	To	

**(c) Academic distinction(s):**

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**(d) Distinction(s) in Sports and other co-curricular activities:**

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**9. Research work and publications (only for teaching faculty position):**

Give details of all research publications and presentations including name of Journals etc. List to be attached *(use extra page, if required)*

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10. Language Proficiency (*Good, Average, Fair*):

Language	Reading	Writing	Speaking

11. Employment record and experience (clearly filled):

Post Held	Institution / Organization	Duration		Total Experience		
		From	To	Years	Month	date
TOTAL EXPERIENCE						

12. Membership/ Fellowship of professional bodies: (*Give the name(s) and nature of membership(s) or office(s) held*)

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13. Foreign visit(s):

Country	Duration		Purpose of visit(s)
	from	to	

I4. Are you suffering from any physical disability? Yes / No

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I5. Have you ever been convicted from any court of law, (if yes, give details).

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I6. Have you obtained permission from your present employer to apply for this post:

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I7. Give names and addresses of at least two referees:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

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\_\_\_\_\_

I8. List all the documents attached with Application Form.

(i) \_\_\_\_\_

(vi) \_\_\_\_\_

(xi) \_\_\_\_\_

(ii) \_\_\_\_\_

(vii) \_\_\_\_\_

(xii) \_\_\_\_\_

(iii) \_\_\_\_\_

(viii) \_\_\_\_\_

(xiii) \_\_\_\_\_

(iv) \_\_\_\_\_

(ix) \_\_\_\_\_

(xiv) \_\_\_\_\_

(v) \_\_\_\_\_

(x) \_\_\_\_\_

(xv) \_\_\_\_\_

I9. Please attach herewith a brief resume of your academic / professional achievements, on extra sheet, not exceeding 300 words

### DECLARATION

I, hereby solemnly declare that documents / testimonials / degrees / diplomas / experience certificates attached alongwith are valid and true to the best of my knowledge and belief. Moreover, I will be responsible if any information proved otherwise.

Date: \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_