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| logo | Government College University, Faisalabad  Allama Iqbal Road, Faisalabad, Pakistan Tel: 041-9200702  Fax: 041-9201416  **Application & Biodata Form**  **(For BPS-05 to 16)** | **For Office use only**  Diary #: \_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_ |

**1. Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a Passport size attested

photo with

**blue background**

**(i) Nature of Appointment:** 🞎Regular 🞎 Contractual 🞎Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**(ii) Applying on Quota: 🞎 No / Yes:** (if yes: 🞎 Disabled, 🞎Minority)

|  |
| --- |
| **(iv) Demand Draft detail:**  Bank Draft No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: Rs. \_\_\_\_\_\_\_\_\_\_\_\_  Bank Name & Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Personal Information**

**(i) Full name** (Block letters)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ii) Father’s name** (Block letters)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(iii) Marital Status :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(iv) Gender :** \_\_\_\_\_\_\_\_\_\_\_ **(v) Religion :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(vi)(a) Permanent address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Landline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(b) Mailing address (if different from the permanent address):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(vii)Date of Birth** (dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_ **(viii) Age (on closing date)**: \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **(ix)Nationality:**  Self: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(x) Domicile:**  District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(xi) CNIC No.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3. Educational Qualifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Certificate / Degree Obtained** | **Name of BISE / University / Degree Awarding Institute** | **Years attended** | | **Div. /**  **CGPA** | **Marks Obtained / Total Marks** | **Major Subjects** |
| **From** | **To** |
| **Matric or equivalent** | BISE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Intermediate or equivalent** | BISE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Bachelor or equivalent** |  |  |  |  |  |  |
| **Master or equivalent** |  |  |  |  |  |  |
| **M. Phil. /MS** **or equivalent** |  |  |  |  |  |  |
| **Any other qualification** |  |  |  |  |  |  |

**(ii) Professional Qualifications / Diplomas / Certificates: (use extra sheet if required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & place of Institution** | **Certificate /**  **Diploma Obtained** | **Period Attended** | | **Area / Field** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |

**(iii) Academic & Sports Distinctions:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(iv) Languages Proficiency (Very Good, Good, Fair):**

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| English |  |  |  |
| Urdu |  |  |  |
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**4. Computer Literacy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail** | **Fair** | **Good** | **Excellent** |
| Software Packages  (MS Office) |  |  |  |
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**5. Employment Record and Experience (starting from recent one):**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Held** | **BPS / Salary** | **Institution / Organization** | **Duration** | | **Experience** | | | **Certificate Attached?**  **Yes/No** |
| **From** | **To** | **Year** | **Month** | **Day** |
|  |  |  |  |  |  |  |  |  |
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| **Total Experience** (upto the closing date of submission of applications) | | | | |  |  |  |  |

**6. Other Information**

**(i) Are you suffering from any physical disability? Yes / No**

**If Yes, Specify:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Attach Certificate)

**(ii) Have you ever been convicted from any court of law Yes / No**.

**If Yes, Specify:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(iii) Have you obtained permission from your present employer Yes / No**

**to apply for this post:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(iv) If you are under liability to repay money to any institution or person,**

**please state the particulars:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(v) Is any inquiry or disciplinary proceeding currently pending /**

**undergoing against you? Yes / No**

**(vi) List of Documents attached (original or attested copies):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) |  | (vi) |  | (xi) |
| (ii) |  | (vii) |  | (xii) |
| (iii) |  | (viii) |  | (xiii) |
| (iv) |  | (ix) |  | (xiv) |
| (v) |  | (x) |  | (xv) |

**Declaration**

I, hereby solemnly declare that the information given in the application form and documents (testimonials, degrees, diplomas, experience certificates etc…) attached alongwith are valid and true to the best of my knowledge and belief.

I have read the instructions carefully and will be responsible if any of the information / document, provided by me, is proved wrong, at any stage of my employment.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of the Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**

In continuation to the instructions mentioned in the advertisement:-

1. This form must be accompanied by an updated CV, 3 recent attested passport size photographs, original demand draft and attested copies of educational testimonials, experience certificates and other such documents, as per information provided in the Application Form.
2. Incomplete applications or the applications received after the due date will not be entertained.
3. Those already in service should submit applications **Through Proper Channel** (by filling the attached proforma), within the due date, as mentioned in the Advertisement.
4. The University reserves the right not to fill any vacancy, increase or decrease the number of positions, consider any applicant for appointment in a lower grade or on any other position, without assigning any reason.
5. Additional sheets may be attached where space in columns is insufficient.
6. In case a candidate is not selected for the post applied for, his / her application & biodata form alongwith the copies of testimonials and other documents will be destroyed, after six months of the concerned meeting of the Appointment Committee.
7. **Two sets** of applications, complete in all respects, should be submitted within the due date.

✂**----------------------------------------------------------------------------------------------------------------------------------------------**

**Receipt**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diary#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diary Date: \_\_\_\_\_\_\_\_\_\_\_\_ Signature of Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departmental Permission Certificate**

(to be submitted by the candidate, serving in Government, Semi-Government or Autonomous body other than Government College University, Faisalabad)

1. **To be filled by the Candidate:**
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Presently working as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BPS/Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Office / department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Post, applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Signature of the candidate with date)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **To be filled by the Administrative Office:**

* It is certified that the above named employee is working in this organization / institution on **regular / adhoc / temporary / other \_\_\_\_\_\_\_\_\_\_\_** basis since \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The above named candidate has been granted permission to apply for the said post by the Competent Authority of the parent organization.
* If the candidate is selected in Government College University, Faisalabad, he / she will be relieved of by the parent organization, immediately.

Ref #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature with Stamp of**

**the Appointing Authority**

**or the Authorized Officer**