



Serial No: \_\_\_\_\_  
**Sardar Bahadur Khan Women's University**  
**Balochistan**  
*Welcomes Every Woman From Every Home*

Recent  
Passport size  
picture should  
be affixed  
here.

**EMPLOYEMENT FORM**  
**For the Academic positions**

Post Applied for: \_\_\_\_\_ Campus : \_\_\_\_\_

Nature of Employment: Contract

**Instructions:**

1. Please fill in the application form by using black ink.
2. The information required must be completely filled. Attested copies of documents referring to (indicating the last drawn salary), testimonials, academics, certificates/degrees and publications, if any must be attached and be delivered personally or through mail to the Human Resource Department on or before the prescribed closing date.
3. Incomplete applications are liable to rejection.
4. Government servants must apply through proper channel.
5. Only shortlisted candidates will be invited for test interview. No TADA is permissible for this purpose.
6. All of your documents will be verified from the relevant authority after selection. Any forged document will cause from removal of service.
7. Attach Additional lists /sheets if required.

**1. Personal Information**

|                            |          |  |  |  |                 |  |  |        |  |  |   |
|----------------------------|----------|--|--|--|-----------------|--|--|--------|--|--|---|
| 1. Name of Applicant:      |          |  |  |  |                 |  |  |        |  |  |   |
| 2. Father's Name:          |          |  |  |  |                 |  |  |        |  |  |   |
| 3. Date of Birth:          | Day      |  |  |  | Month           |  |  | Year   |  |  |   |
| 4. Age as on Closing date: |          |  |  |  |                 |  |  |        |  |  |   |
| 5. Domicile/Local:         | Province |  |  |  | District        |  |  | Tehsil |  |  |   |
| 6. Gender:                 | Female   |  |  |  | Male            |  |  |        |  |  |   |
| 7. C.N.I.C. #              |          |  |  |  | -               |  |  |        |  |  | - |
| 8. Religion:               |          |  |  |  | Marital Status: |  |  |        |  |  |   |
| 9. Postal Address:         |          |  |  |  |                 |  |  |        |  |  |   |
| 10. Permanent Address:     |          |  |  |  |                 |  |  |        |  |  |   |
| 11. Email Address:         |          |  |  |  |                 |  |  |        |  |  |   |
| 12. Telephone No:          | Mob      |  |  |  | Res.            |  |  | off.   |  |  |   |

**2. Academic Qualification:**

| Degree                 | Institution/University/<br>Board | Year of Passing | Marks obtained/total<br>Marks | Division/Grade<br>/CGPA | Major<br>Subject(s) |
|------------------------|----------------------------------|-----------------|-------------------------------|-------------------------|---------------------|
| Matriculation/O-levels |                                  |                 |                               |                         |                     |
| Intermediate/A-levels  |                                  |                 |                               |                         |                     |
| Bachelors(Two years)   |                                  |                 |                               |                         |                     |
| Bachelors(four years)  |                                  |                 |                               |                         |                     |
| Masters                |                                  |                 |                               |                         |                     |
| M.Phil/MS              |                                  |                 |                               |                         |                     |
| Ph.D                   |                                  |                 |                               |                         |                     |



**7.References:**

| S.No | Name | Institution/Organization | Contact Nos. |
|------|------|--------------------------|--------------|
|      |      |                          |              |
|      |      |                          |              |

8. Indicate Physical Disability, if any\_\_\_\_\_

9. Have you obtained the NOC from your employer to apply for this job? (tick the relevant box)

| Yes | No | N/A |
|-----|----|-----|
|     |    |     |

10. Have you ever been dismissed/terminated/removed from service in any Government/semi government/ autonomous agency? If yes provide details below:

| Name of Post | Department | Year | Reasons |
|--------------|------------|------|---------|
|              |            |      |         |
|              |            |      |         |

11.If selected, how much notice period would you require for joining the position\_\_\_\_\_?

**12.Undertaking by the applicant:**

*It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.*

**Signature of Applicant**

**Dated:**\_\_\_\_\_

**14.Important: Please fill in the following slips for issuance of test /interview calls letters:**

|                      |                      |
|----------------------|----------------------|
| Name:_____           | Name:_____           |
| Father's Name:_____  | Father's Name:_____  |
| Postal Address:_____ | Postal Address:_____ |
| _____                | _____                |
| Phone Number:_____   | Phone Number:_____   |
| Cell Number:_____    | Cell Number:_____    |

### CHECK LIST

- (Attested) documents shall be attached with this employment form in the following order.
- Kindly make sure you have attached all the required documents.
- Incomplete applications **will not be entertained.**
- The Department of Human Resource will verify all the documents from relevant authority after Selection, if any document was forged, it will lead to removal from service.

**Name of Applicant:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_

**Name of Post:** \_\_\_\_\_ **BPS:** \_\_\_\_\_

*Note: Tick on the boxes to show the documents attached.*

| S.No | ITEM  | YES                      | NO | NOT APPLICABLE |
|------|---|--------------------------|----|----------------|
| 1.   | Employment form   |                          |    |                |
| 2.   | Recent Photographs (Three)  |                          |    |                |
| 3.   | Fee Paid:<br>Challan No: _____ Dated: _____<br>Draft No: _____ Dated: _____<br>Payment Order No: _____ Dated: _____ |                          |    |                |
| 4.   | National Identity Card<br>_____   |                          |    |                |
| 5.   | Matriculation   | • Certificate            |    |                |
|      |   | • Detail Marks Sheet     |    |                |
| 6.   | Intermediate  | • Certificate            |    |                |
|      |   | • Detail Marks Sheet     |    |                |
| 7.   | Bachelors (Arts/Sciences)   | • Degree                 |    |                |
|      |   | • Transcript/Result Card |    |                |
| 8.   | Master or BS (16years) or equivalent.   | • Degree                 |    |                |
|      |   | • Transcript/Result Card |    |                |
| 9.   | MS/M.Phil (18 years) or equivalent  | • Degree                 |    |                |
|      |   | • Transcript             |    |                |

|     |   |              |  |  |  |
|-----|---|--------------|--|--|--|
| 10. | Ph.D and Post Doc   | • Degree     |  |  |  |
|     |   | • Transcript |  |  |  |
| 11. | List of Publication(for Ph.D/Post Doc degree holders)   |              |  |  |  |
| 12. | Pakistan Engineering Council (PEC) Registration Certificate (only for engineers)                      |              |  |  |  |
| 13. | Local/Domicile  |              |  |  |  |
| 14. | Character Certificate from last attended Institution  |              |  |  |  |
| 15. | Experience Certificates (must be attached, if experience is mentioned in employment form)             |              |  |  |  |
| 16. | No Objection Certificate (NOC): (must be attached in case of Govt/Semi Govt/Autonomous body employee) |              |  |  |  |

**It is certified that I have attached all the required documents related to position I am applying for, in case of incomplete documents (attested copies of all educational credentials, experience certificates etc) my application may be rejected.**

**Signature of Applicant:** \_\_\_\_\_

**Dated of submission:** \_\_\_\_\_

.....  
For office use:

### **Acknowledgement**

*You have to provide copy of last Degree duly attested by HEC before appearing for interview, if shortlisted.*

**Applicant's Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_ **Form Number:** \_\_\_\_\_

**Challan/Draft/PO/ No. & Date:** \_\_\_\_\_ **Bank name:** \_\_\_\_\_

**Post Applied for:** \_\_\_\_\_ **BPS** \_\_\_\_ **Received by:** \_\_\_\_\_ **Date of Receiving:** \_\_\_\_\_

### **Terms and Conditions**

- The remuneration shall be Rs. 40,000/month.
- The tenure of contractual faculty shall be for one semester and extendable for one more semester only on the basis of performance.
- Interested individuals who meet the criteria can obtain application form from University website [www.sbkwu.edu.pk](http://www.sbkwu.edu.pk)
- The attested/verified copies of the following documents must be attached with the application form: i. Degrees ii. Detail Mark Sheets iii. Certificates iv. Three passport size pictures v. CNIC vii. Local/Domicile Certificate viii. CV
- Incomplete applications, or candidates not fulfilling the criteria; or applications/any document received after due date will not be considered in any case.
- Only shortlisted candidates will be called for the interview which will be held in SBK Women's University, Quetta. No TA/DA is admissible.
- The application processing fee (non-refundable) is **Rs. 2000/-**.
- Fee can be deposited through Challan form only in the Habib Bank Limited, SBKWU Branch Quetta A/c No.25117000198301 or in the shape of Bank Draft in favor of Treasurer Sardar Bahadur Khan Women's University Quetta.
- *Applications on prescribed form must reach the **Director office of Sub-Campuses or campus coordinator office at SBKWU, Quetta on or before the closing date i.e. 1<sup>st</sup> June, 2026.***
- Canvassing in any manner or form will disqualify the candidates.
- The Competent Authority of the University reserves the right of canceling any or all of the above positions without assigning any reasons.

***Note: Errors and Omissions are liable to be rectified.***

### **Registrar**

SBK Women's University, Brewery Road Quetta.

[www.sbkwu.edu.pk](http://www.sbkwu.edu.pk)

Ph: 081-9213301 ; Fax: 9213308