





**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 \_\_\_\_\_?

**13.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: _____<br>_____ | Postal Address: _____<br>_____ |
| 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: _____<br>Draft No: _____<br>Payment Order No: _____ | Dated: _____<br>Dated: _____<br>Dated: _____ |    |                |
| 4.   | National Identity Card   | _____  |    |                |
| 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:

**Human Resource Department**

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