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| |  | | --- | |  |   **The Rawalpindi Women University, Rawalpindi**    **Application Form**  **For Teaching Posts (BS-18 and above)**    **Important :**   * Please read instruction carefully on page # 5 before filling Application form. * Application forms must be filled carefully and legibly in MS Word form. * Please make sure before submitting this form that it is complete and the required documents are enclosed. Failure to do so will render the application liable to summarily rejection. * No. application will be accepted unless accompanied by demand draft/pay order as per advertisement and a passport-size photograph affixed on the right hand corner of this page. * Applicant must Submit their CV |

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| Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BPS:\_\_\_\_\_\_\_\_\_  Bank Name.\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_ Bank Draft No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount Rs:\_\_\_\_\_\_\_\_\_\_\_\_ Amount in Words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **I. Personal Information:** | | |
| 1. Full Name in BLOCK LETTERS: | 2. Father’s Name: | 3. CNIC #: |
| 4. Gender  Male  Female  Transgender | 5. Domicile (Indicating region/ Province /District) and Nationality:  6. District: | 7. Date of Birth (day/month/year): |
| 8. Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Months, &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days  (on closing date of advertisement) | | |
| 9. Permanent Address: | 10. Present/Postal Address: | |
| 11. Personal Contacts :  a) Phone and Area Code-Number: | b) Cell # c) email address: | |
| 12.Religion: | 13. Marital Status: | |
| 14. Applying on Quota: No  Yes: (if yes**:** Disabled, Minority) | | |

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| **II. Academic Background/Qualification Starting from Highest Degree/Certificate** (add rows if required ) | | | | | | **Document attached** |
| **Degree/Certificate** | **Year of passing** | **Subjects/Field of Study** | **Total Marks/CGPA** | **Obtained Marks/CGPA** | **Board/University** | **Yes/No** |
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| **Note:** For Applicants, having any foreign Qualification, HEC Equivalence Certificate must be submitted | | | | | |  |

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| **III. Funded Project** (add rows if required ) | | | | **Document attached** |
| **Sr. No** | **Title of the Project** | **Funded Agency** | **Amount** | **Yes/No** |
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| **IV. Conference Presentations** (add rows if required ) | | | | **Document attached** |
| **Sr. No** | **Title of the paper presented** | **Title of the conference** | **Year** | **Yes/No** |
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| **V. Books/Book Chapter** (add rows if required ) | | | | **Document attached** |
| **Sr. No** | **Title of book/chapter** | **Book Edition Publisher** | **Year** | **Yes/No** |
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| **VI. Publications** (add rows if required ) | | | | | | **Document attached** |
| **Sr. No** | **Title** | **Name of Journal** | **Journal ISSN Number** | **Volume, Page No. & Year/month/day** | **HEC Category /Impact Factor** | **Yes/No** |
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| **VII. Ph.D Evaluators**  (add rows if required ) | | | |
| **Sr. No** | **Name of the Evaluator** | **Designation** | **Institution** |
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| **VIII. Any other**  (such as administration duty) | | | | **Document attached** |
| **Sr. No** | **Title** | **Description** | **Year etc.** | **Yes/No** |
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| **IX. Employment History Starting from Present Position** (add rows if required ) | | | | | | |
| **Post Held** | **BPS/**  **Contract/Adhoc** | **Name of Institution/ Organization** | **Govt. / Semi Govt. / Private** | **Duration (Experience)** | | |
| **From (year/month/day)** | **To**  **(year/month/day)** | **Total (year/month/day)** |
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| **Total Experience = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days** | | | | | | |

**X.**

1. If you have ever been dismissed / terminated / removed from any Provincial/ Federal Govt./ Autonomous/ Semi-Autonomous Agency of the Federal or Provincial Government for reasons other than want of vacancy, mention post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_ and encircle the word applicable to you: Dismissed / Terminated / Removed
2. Have you applied for any other post advertised by this University, if so, mention the name of post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **References (Provide a list of two academic/professional references)** | |
| **Reference-1** | **Reference-2** |
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1. Please state if the following documents are attached with the application:

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| **Sr#** | **Document/copy of** | **Yes/No** |
|  | Original Prescribed Form |  |
|  | Photographs |  |
|  | CV |  |
|  | Certificates/DMC/Degrees |  |
| Matriculation |  |
| Intermediate |  |
| Graduation |  |
| Masters/ BS (Honors) |  |
| M.Phil /MS |  |
| PhD |  |
| Any Other |  |
|  | CNIC |  |
|  | Domicile |  |
|  | Experience Certificate(s) |  |
|  | Soft Copies of Publications (CD/DVD) |  |
|  | NOC |  |
|  | Disability Certificate (if any) |  |
|  | Original Bank Draft |  |
|  | Others (Specify) |  |

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| **GENERAL DECLARATION**  I Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by putting my signature submit the above application and affirm that the information given therein is correct to the best of my knowledge and belief and that I authorize you to verify it from the above references or by any other authentic sources. In case, any information is proved completely or partially false/incorrect, the University will have full right to take legal action as deems fit under the rules.  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Candidate  **DECLARATION ABOUT GENUINENESS OF RESEARCH PUBLICATIONS (Specifically for Section IV)**  I Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by putting my signature solemnly declare that research work, mentioned in this Application Form, accurately reflects my own contribution and no misrepresentation, whatsoever, has been made in this regard. I understand the Zero Tolerance Policy of the HEC about Plagiarism. Therefore, I, as an Author of the listed publications (papers, books etc.) in this Application & Biodata Form as well as in the attached CV, declare that no publication (as a whole or its part / chapter) is plagiarized and any material used as reference is properly referred/cited.  I further undertake that if I am found guilty of any kind of plagiarism in the mentioned publications, even after joining The Rawalpindi Women University, Rawalpindi , the University reserves the rights to review my appointment and to take any other disciplinary action under the HEC’s Plagiarism Policy / rules & regulations of the University  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Candidate |

**Instructions to the Candidates:**

1. Application forms must be filled carefully and legibly in MS Word form.
2. The application must be submitted to the Registrar, Rawalpindi Women University Rawalpindi, on or before the closing date mentioned in the Advertisement through post/courier: those candidates who are already in service, Government or Semi-Government should apply through proper channel.
3. Applications shall not be received by-hand.
4. Candidates applying for more than one position shall submit separate application along with all the necessary documents (separate bank draft for each post).
5. Any application received after the closing date is liable to be rejected.
6. All correspondence must be addressed to the Registrar, The Rawalpindi Women University, Rawalpindi by designation and not by name.
7. No TA DA will be paid for Test/Interview.
8. Candidates should clearly give their postal Address in capital letters. Any change in address should be reported to the Registrar immediately.
9. Candidates who submit unsigned application, does not submit original Pay Order, proof of Age, Educational Qualifications, Experience or Domicile Certificate, his/her application will be rejected.
10. The requisite age must be possessed on the Closing Date of advertisement. The maximum age limit shall be relaxed as per Government Rules.
11. Requisite qualifications must be possessed on or before closing date. Such candidates whose result is not officially announced by Controller of Examinations of the University on or before closing date their applications will not be entertained.
12. The information in dossier must satisfy the university that he/she is eligible and suitable in all respects of employment under Government. The decision of the University in this behalf and as regards his/her eligibility in terms of advertisement shall be final.
13. The prescribed experience will count after acquiring the requisite basic educational qualification, unless otherwise specified in the Advertisement.
14. The University reserves the right to withdraw or cancel or not to fill any post without assigning any reason and in case of any misrepresentation and deficiency/incomplete information, the university reserves the right to cancel/reject the application without giving any reason/intimation.
15. Incomplete applications in any aspect shall not be entertained.

**CERTIFICATE OF DEPARTMENTAL PERMISSION**

**To be submitted by the candidate who is in Govt. / Semi Govt. Service**

1. **The following particulars should be filled in by the candidate:-**
2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Father’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Post held at present\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Office / Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Post applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Advertisement dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of the Candidate

1. **(This portion should be filled in by the Department / Office.)**

The above mentioned candidate has been permitted by this Office / Department to apply for the said post and that:-

1. He/ She has been employed in this Department/ Office as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. He / She holds this post in permanent / temporary or adhoc capacity.
3. There is nothing on record of this Department which may render him ineligible for the post and that his / her record of service is satisfactory and no departmental proceedings / enquiry are pending against the candidate.
4. 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 Appointing Authority or Authorized Officer on his behalf

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**MAILING ADRESS FOR INTERVIEW CALL**

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