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| logo | **Government College University, Faisalabad**  Allama Iqbal Road, Faisalabad, Pakistan  Tel: 041-9200702 Fax: 041-9201416  **Application & Biodata Form**  **(For Non-Teaching / Administrative Positions in BPS-17 & above)** | **For Office use only**  Diary #: \_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_ |

Please attach a Passport size attestedphoto with

**blue background**

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

**(ii) Campus:** 🞎Main Campus 🞎Other Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please specify)

**(iii) Nature of Appointment:** 🞎BPS 🞎Other: \_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| **(v) Demand Draft detail:**  Bank Draft No. \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_  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** | | **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. /MSor equivalent** |  |  |  |  |  |  |
| **Ph. D\*** |  |  |  |  |  |  |
| **Any other qualification** |  |  |  |  |  |  |
| **\***For applicants, having **PhD degree from a Foreign University** are required to submit HEC Equivalence Certificate | | | | | | |

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

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Urdu |  |  |  |
| English |  |  |  |
|  |  |  |  |
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**4. Employment Record and Experience (Starting from recent one):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | | | |  |  |  |  |

**5. Other Information:**

**(i) Membership/ Fellowship of Professional Bodies:**

(Give the name and nature of memberships or offices held)

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

**(ii) Foreign Visits: Official / Personal (Starting from the recent one):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Duration** | | **Purpose of Visit** |
| **From** | **To** |
|  |  |  |  |
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**(iii) Are you suffering from any physical disability? Yes / No**

If Yes, Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach certificate)

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

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

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

**undergoing against you?**  **Yes / No**

**(vi) Have you obtained NOC / Permission from your present**

**employer to apply for this post (if yes please attach evidence): Yes / No**

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

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

**please state the particulars:**

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

**(viii) Give names and addresses of at least two references:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ix) List of Documents Attached (original or attested copies):**

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

**DECLARATIONS**

**General Declaration:**

I hereby solemnly declare that all the information given in this Application & Biodata Form is true & correct to the best of my knowledge & belief. Moreover, the documents (testimonials, degrees, diplomas, experience certificates etc…) attached alongwith are valid and authentic.

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. The information provided in Section 4 may be used for evaluation to grant the Advance Increments, in the cases of Assistant Professor, Associate Professor and Professor under Tenure Track System. However, the Selection Board / Higher Education Commission shall be the final authorities to grant or not to grant advance increment to any candidate.
7. The information provided in the Application / Biodata form must be accompanied with attested copies of relevant documents / evidences. No claim will be accepted without provision of valid evidence.
8. In case a candidate is not selected for the post applied for, he/she may take his/her published work material back from the concerned branch of the Registrar’s Office within six months of the meeting of the Syndicate, as per University policy, if he/she so desires. Upon expiry of period of six months, such applications alongwith the copies of testimonials and publications etc... would be destroyed.
9. The applications complete in all respects should be submitted in triplicate (three copies).

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

**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.
* There is no audit para / inquiry and pending dues against the applicant. There are no adverse remarks against him / her in the last five years of his / her PERs / ACRs.

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

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

**the Appointing Authority**

**or the Authorized Officer**