



UNIVERSITY OF OKARA

2- KM Multan Road, Renalakhurd Bypass, Okara

Affix one
recent
Passport size
photograph

JOB APPLICATION FORM

Job Applied For:						Sr. #				
Special Quota (if any) Please tick relevant Box:		Disabled		Women		Minorities				
Reference of Bank Draft # / Challan Form										
1. Personal Information										
Name: Mr./Mrs./Miss (in block letters)										
Father/Husband 's Name (in block letters)										
Mailing Address:										
Telephone / Mobile:										
Email:										
Date of Birth:		Day	Month	Year	Age On closing date of Ad			Years	Months	Days
C.N.I.C. No:						-				
Marital Status:		Married				Unmarried				
Gender:		Male				Female:				

Receipt

Received by: Name _____ Signature _____

Diary No.: _____ Date: _____

2. EDUCATIONAL QUALIFICATION (in chronological order)

Certificate/ Degree	Major Subjects	Institution	Passing year	Marks / CGPA		Percentage / CGPA
				Obtained	Maximum	
Matric						
FSc/FA						
BSc/BA						
MSc/MA						
M.Phil/PhD						
Other specialized training						

3. WORK EXPERIENCE (starting from the most recent)

Organization	Position held/major duties	Duration							
		From			To				
		D	M	Y	D	M	Y		
Total									

4. PUBLICATIONS (Research publications in HEC / PEC recognized journals)

5. DISTINCTIONS/AWARDS

6. REFERENCES

1.	
2.	
3.	

UNIVERSITY OF OKARA

CERTIFICATE OF DEPARTMENTAL PERMISSION

TO BE SUBMITTED BY THE CANDIDATE WHO IS IN GOVT. / SEMI GOVT / AUTONOMOUS BODY SERVICE WITH THE APPLICATION FORM DULY COMPLETED, FAILING WHICH THE APPLICATION SHALL BE REJECTED.

1. The following particulars should be filled in by the candidate:-

a. Name:

b. Father's Name:

c. Post held presently:

d. Office / Department:

e. Post applied for:

f. Advertisement dated:

Dated: _____

Signature of the Candidate _____

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

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

a. He / She has been employed in this Department / Office as

_____ since _____

b. He / She holds this post in permanent / temporary / adhoc capacity.

c. 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

Name and Designation of the
Appointing Authority or authorized
Officer on his behalf.

Dated: _____

7. CHECK LIST

✓ Identify documents attached with this application


1.	Academics Certificates / Degrees	
a.	Matriculation	
b.	Intermediate	
c.	Bachelor	
d.	Master	
e.	M. Phil.	
f.	Ph.D.	
2.	CNIC	
3.	Two passport size photographs	
4.	Domicile Certificate	
5.	Experience / Service Certificate/s	
6.	Certificate/s of Distinction/s	
7.	Certificate/s of Co-curricular Activities:	
8.	In case of Govt. service, Departmental Permission Certificate from Appointing Authority.	
9.	In case of Ex-Serviceman, Discharge Certificate	
10.	Any other document	

8. DECLARATION

I hereby solemnly declare that all the information provided herein is correct to the best of my knowledge and belief.

Date: _____ Candidate's Signature: _____

For office use

Mark  against the relevant column:

1. The application is complete. _____

2. The application is incomplete as following documents are not attached: _____

(i) _____

(ii) _____

(iii) _____

(iv) _____

3. The application is accepted/provisionally accepted subject to supply of the following documents: _____

(i) _____

(ii) _____

(iii) _____

4. The application is rejected: _____

Reasons: _____

Checked by:
Name of the officer _____
Signature

Verified by
Name of the officer _____
Signature

Registrar's Signature:
University of Okara.