



University of Swat

Office the Registrar (Meetings Section), Charbagh, Swat

www.uswat.edu.pk

Contact #: 0946-730504 Email: meetings@uswat.edu.pk

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EMPLOYMENT APPLICATION FORM (for 17 and above Administration)

Bank Draft/University Receipt No. _____ Dated: _____	Post applied for _____
Bank Name: _____	_____

A. PERSONAL INFORMATION:

1. Name (in block letters) _____
2. Father's Name (in block letters) _____
3. (a) Date of Birth _____ (b) Domicile _____
(c) Land Line _____ (d) Mobile _____
(e) CNIC No. _____ (f) Email _____
4. Permanent Address _____
5. Mailing Address _____

B. ACADEMICS & PROFESSIONAL:

i) **ACADEMIC DATA** Attach attested photocopies of degrees / transcripts, which clearly indicate the courses undertaken and the grades obtained by you during graduation/Post Graduation/Ph.D etc.

Qualifications	Duration (Month/Year)		Division	Marks Obt/ Total Marks/ CGPA	Subject/ Major Field of Specialization	Full/ Part Time Regular/ Private	Board / University/ Institute /Country
	From	To					
Ph.D							
M.Phil/MS							
Masters/ Equivalent							
Bachelors/ Equivalent							
Intermediate/ Equivalent							
Matric/ Equivalent							



ii) PROFESSIONAL/RELEVANT EXPERIENCE (Must attach experience certificate(s) to support your experience(s))

After	Post/(BPS)	Duration (Month/Year)		University/Institute/ Organization/Country
		From	To	
Ph.D				
M.Phil/ MS				
Master & Bachelor				
Other				

C. REFERENCES:

S#	Name	Designation	Address/Phone/Fax/Email
1			
2			
3			

DECLARATION

I hereby declare that all the entries in this application form and all the additional particulars furnished along with it are true to the best of my knowledge and belief. I understand that any mis-representation / concealment of facts in it can result in the rejection of my application, and even after my selection as _____ shall lead to dismissal / termination from service.

Signature of Candidate (with date)



RECOMMENDATIONS OF THE SCRUTINY COMMITTEE

The candidate is Eligible Not Eligible

In case of ineligibility reason(s) to be recorded:

i	
ii	
iii	

NAMES AND SIGNATURES OF EVALUATORS

I) Name: _____/Convener Signature _____

II) Name: _____/Member Signature _____

III) Name: _____/Member Signature _____

IV) Name: _____/Secretary Signature _____

DECISION OF THE APPELLATE COMMITTEE (IF APPLICABLE)

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I) Name: _____/Convener Signature _____

II) Name: _____/Member Signature _____

III) Name: _____/Member Signature _____

IV) Name: _____/Secretary Signature _____



D. INSTRUCTION FOR FILLING APPLICATION FORM:

1. Read the form carefully before filling the application form.
2. Attach attested copies of all relevant testimonials/documents and experience certificates as you claim in your application form.
3. DMC / Transcripts / Certificates will only be accepted, if issued by the office of the Controller of Examination concerned.
4. Experience certificate(s) and **NO OBJECTION CERTIFICATE** (NOC) will only be accepted if issued by the Registrar in case of University or equivalent body/ Competent Appointing Authority of the University/Institution/Organization otherwise experience will not be counted and NOC will not be acceptable.
5. The experience certificate(s) must contain issuance date, reference No., proper designation along with BPS/TTS (*If applicable*) and clear duration of experience gained.
6. If a row or a column is not relevant, write "Not Applicable" or "NA".
7. Phone/Cell No, Mailing Address and Email Address must be communicated in writing in case of any change.
8. Applicants are advised to regularly check University of Swat website and your email for quick information/ correspondence.
9. Detailed rules / policy of recruitment may be seen on University's website.
10. This application form, duly completed along with supported documents should be submitted to the **Office of Registrar (Meetings Section), University of Swat at Charbagh, Swat** on or before the closing date as per advertisement.

S. No.	Checklist	Attached <input checked="" type="checkbox"/> Please Tick (if attached)	Not Applicable <input checked="" type="checkbox"/> Please Tick (if not applicable)	Page No (Write page number on the top right corner of the attached documents)
1.	Original Bank receipt/Demand Draft of amount stated in advertisement as application processing fee.			
2.	Attested copy of Domicile Certificate.			
3.	Attested copy of CNIC.			
4.	Attested copies of SSC Original Certificate and DMC.			
5.	Attested copies of HSSC Original Certificate and DMC.			
6.	Attested copies of Bachelors DMC/Transcript and Degree.			
7.	Attested copies of Masters DMC/Transcript and Degree.			
8.	Attested copies of M.Phil. Transcript and Degree (<i>If Applicable</i>).			
9.	Attested copies of Ph.D. Transcript and Degree (<i>If Applicable</i>).			
10.	Experience Certificates from Registrar/ equivalent body of concerned University / Institution.			
11.	Proper No Objection Certificate (NOC). Issued by Competent Appointing Authority/Employer.			
12.	Merit/ Gold Medal Certificate (<i>If Applicable</i>).			
13.	HEC/IBCC equivalency certificate in case of foreign degrees/certificates.			
14.	Signature on Page No.2 of application form.			

