



Sr. No: _____
(For Office Use Only)

WOMEN UNIVERSITY, SWABI

URL: www.wus.edu.pk

JOB APPLICATION FORM FOR NON-TEACHING POSITIONS **(BPS 17 & ABOVE)**

Paste 03 recent
passport
size pictures

Advertisement No: _____

Post Applied for: _____

I. Personal Information		
1. Name (Block Letters):	2. Father's Name (Block Letters):	3. CNIC Number:
4. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Domicile:	6. Place of Birth:
7. Permanent Address:		8. Present/Mailing Address:
9. Date of Birth (day/month/year):	10. Nationality:	11. Religion:
12. Phone (a) Residential (b) Official		13. Mobile Number:
14. E-mail address:		15. Marital Status:

II. Academic Qualification								
S#	DEGREE/ CERTIFICATE	Major/ Subjects	Board/ University	Year of Passing	Total Marks	Obtained Marks	Division/ Grade	Percentage
1.	Matriculation							
2.	Intermediate							
3.	Bachelors (14 years educ.)							
4.	Masters/ BS (16 years educ.)							
5.	M.Phil./MS							
6.	PhD							
7.	Post Doctorate							
8.	Any Other							

III. Distinction (Awards/ Medals/Certificates with detail)					

IV. Professional Qualification/Training/Certificates/Others;					
S#	Title of Training/ Course	Diploma/ Certificate	Field of Study	Institution	Grade / Division
1					
2					
3					

**Attach additional sheet if required*

V. Employment Record (Start from current position)									
S#	Name of Institute/Organizatio n	Designation	BPS	Nature of Job (Permanent/Te mporary/Contr act/Fixed Pay)	Job Description	Duration Time			
						Dates		Period	
						From	To	YY-MM-DD	
1								-	-
2								-	-
3								-	-
4								-	-
5								-	-
6								-	-
7								-	-
Total*						Years:	Months:	Days:	

**Total Experience till closing date of application. Attach additional sheet if required*

VI. References (Academic/Professional)	
Reference-1	Reference-2

VII- Bank Draft / Receipt No.: _____ (Please attach in original)

Amount in PKR: _____ Date: _____

Declaration:

It is hereby certified that information given in this application form is correct and nothing relevant has been concealed.

Date: ____ / ____ / ____

Signature of Applicant

VIII- Check-List of testimonials attached:

1. N.I.C
2. SSC (DMC/Transcript + Certificate)
3. FA/F.Sc (DMC/Transcript +Certificate)
4. BA/BSc (DMC/Transcript + Degree)
5. MS/MSc/BS (Transcript +Degree)
6. M.Phil/MS (Transcript +Degree)
7. PhD (Transcript + Degree)
8. List of Publications/ Research Papers
9. Experience Certificate(s)
10. NOC (for In-service candidate)
11. Other documents:

Please Send Application Form to:

**Registrar
Women University Swabi, Main
Campus Kotha.
Khyber Pakhtunkhwa, Pakistan
Phone No. 0938-281889**

Terms & Conditions:

- 1 Applicants should apply only on prescribed form available at university website: www.wus.edu.pk applicants are required to visit the University's web page on regular basis for updates in the process.
- 2 The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
- 3 A Bank draft in the name of Additional Treasurer, Women University, Swabi OR online deposit to Account No. **238739974** United Bank Limited, Swabi Branch (0323) of non-refundable (**Rs. 6,000/-**) Bank draft/online deposit slip, Attested photocopies of all DMCs, degrees, certificates, experience certificates, CNIC, (03) recent passport size photographs, must be attached with the Application Form.
- 4 Candidates serving in Government, Semi-Government and Autonomous Bodies should process their applications through proper channel.
- 5 Any change in contact details must be reported immediately to the Registrar Office.
- 6 Appointment on fixed pay basis will be against the sanctioned post depending upon the need of the project. The competent Authority, however, reserves the right to reject any case with reasons to be stated.
- 7 Contact number, Postal and Email addresses must be written clearly on the application form. Any change in contact detail must be reported immediately to the Registrar's Office.
- 8 Only short-listed candidates will be called for interview. University will not be held responsible for any delay at part of the courier/mail service provider.
- 9 All applications must reach to the office of the undersigned on or before **October 31, 2024 at 04:00pm** **incomplete** applications or applications received after due date will not be considered.

10 No TA/DA will be given for attending the test/interview.

Errors and omissions, if any, will be rectified by the University.

Registrar
Women University, Swabi