



Women University, Swabi

Sr. No: _____

(For Office Use

Only)

APPLICATION FORM FOR EMPLOYMENT IN BPS 1-16

Paste 03
passport size
pictures

Advertisement No: _____ Post Applied for: _____

Please type or print clearly and attach attested copies of the requisite testimonials herewith.

1. Name: _____
(in capital letters)

2. Father's Name: _____
(in capital letters)

3. Gender: (Please Tick) Male Female 4. N.I.C. No. _____

5. Mailing Address: _____
(for correspondence)

6. Permanent Address: _____

7. Mobile / Cell No. _____

8. E-Mail: _____

9. Date of Birth: _____

10. (Age on closing date) _____
Year Months Days

11. Nationality: _____

12. Domicile: _____

13. Marital Status: _____

14. Religion: _____

15. ACADEMIC QUALIFICATION:

S#	Examination	Board/ University	Year of Passing	Attempt	Total Marks	Obtained Marks	Division/ Grade	Distinction, if any

16. Professional Qualification/Training/Certification/Others, if any;

S.No.	Name of Institution	Type of training / course	Duration		Diploma or Certificate obtained
			From	To	

17. Employment Record:

S#	Name of Institution/ Organization	Designation	BPS	Duration		Nature of Job (Permanent / Temporary / Contract / Fixed Pay)	Job Description (Admin / Teaching)
				From	To		

Total Experience till closing date of application: Years _____, Months _____, Days _____

18. Bank Draft / Receipt No. _____

(Please attach in original)

Rs. _____

Date: _____

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

Date: ____/____/____

Signature of Applicant

19- 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. Experience Certificate(s)
7. NOC (for In-service candidate)

Other documents:

- _____
- _____
- _____

Please Send Application Form to:

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

Terms & Conditions:

1. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through Proper Channel.
2. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
3. The selected candidates will be governed by Rules / Regulations/statutes of the Women University Swabi.
4. Only short listed/eligible candidates will be called for Test / Interview. University will not be held responsible for no or late receipt of Call Letters for Test/Interview. All relevant information/updates will be uploaded on university website www.wus.edu.pk.
5. Appointments on a fixed pay basis will be made against the sanctioned posts depending upon the needs of the project. The Competent authority, however, reserves the right to reject any case with reasons to be stated.
6. Applicants should apply only on the prescribed form, available at the University website www.wus.edu.pk/downloads.
7. A Bank Draft or online deposit to Account No. 0323-238739974, United Bank Limited, Swabi Branch of Rs. 6,000/- for Project Director, Rs. 4,000/-, for Sub-Engineer, Accountant, Office/Account assistant/Computer Operator and Rs. 2,000/- for Driver/office boy in favor of Treasurer, Women University Swabi. Original receipt of Bank Draft / Online Deposit (and one photocopy of the same) with attested photocopies of all DMCs, Degrees, Certificates, Experience Certificates, CNIC and recent passport size photograph must be attached with the Application Form.
8. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form. Change in mobile numbers must be communicated to this office on urgent basis.

9. All applications must reach the office of the Registrar through TCS/courier, latest by 15/08/2024. Incomplete applications / received after due date will not be considered.
10. Scrutiny/evaluation of the applications will be made as per prescribed procedure in vogue at the university.

Registrar
Women University, Swabi