

# GC Women University, Sialkot.

## APPLICATION FORM FOR NON TEACHING POSTS

APPLICATION FORM TO BE SUBMITTED BY A CANDIDATE DULY FILLED  
IN FAILING WHICH HIS / HER APPLICATION SHALL BE REJECTED

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><b>APPLICATION NO.</b> _____ (To be filled in by the office)</div> <p>i. Advertisement _____, 20____</p> <p>ii. Original Bank Draft / Pay Order(as mentioned in the advertisement) (non-refundable) in favour of The Treasurer, Government College Women University, Sialkot.</p> <p>iii. <b>Name of the Post applied for</b> _____</p>	<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;">Please attach recent Photograph  1½" X 1½"</div>
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1. Name of the Candidate (in Capital letters) \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Spouse's Name : \_\_\_\_\_  
(for married candidates only)

4. Postal Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Cell no. \_\_\_\_\_ E-  
mail Address \_\_\_\_\_ Landline \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ (as recorded in the Matriculation Certificate)

6. Age (on closing date for receipt of applications) :

Years		Months		Days	
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7. National Identity Card No. 

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8. Sex (Male / Female) \_\_\_\_\_ 9. Religion: \_\_\_\_\_

10. Do you possess the qualification prescribed for the post applied for? (Yes/No) \_\_\_\_\_  
(as specified in the advertisement)

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Received application from \_\_\_\_\_

for the post of \_\_\_\_\_

Registrar office

Dated: \_\_\_\_\_

**11. ACADEMIC QUALIFICATION.**

Please mention details of all examinations / degrees and technical qualifications obtained, starting with Matric in the order in which passed.

<b>Certificate / Degree</b>	<b>Subjects</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>Total Marks</b>	<b>Marks obtained</b>	<b>Division</b>	<b>Grade</b>	<b>Position in Board / University</b>
Matric.								
Intermediate								
B.A / B.Sc.								
M.A / M.Sc.								
MS / M.Phil.								
Ph.D								
Others								

Note:

All above entries must be supported by certificates or Degrees failing which no claim of Qualification will be maintainable. (All documents should be attested)

**12. SERVICE RECORD**

Indicate details of your entire service record upto your present post. **(Start from most recent)**

Post / Designation	Office /Department	Govt. / Semi Govt./ Private	Permanent / Temporary / Adhoc	Duration		BS or Monthly Salary	Reason for leaving
				From	To		

**Total Experience= \_\_\_\_\_**

**PLEASE ATTACH ONE PAGE BRIEF CV**

13. If your last service has been terminated by Government for want of vacancy, please give dates of such service from \_\_\_\_\_ to \_\_\_\_\_.

14. If you are an ex-serviceman, please give the dates of your service in Armed Forces (as shown in the Discharge Certificate) from \_\_\_\_\_ to \_\_\_\_\_

Also mention rank at the time of release / discharge: \_\_\_\_\_

15. If you have ever been dismissed / terminated / removed from any Provincial / Federal Govt. / Autonomous / Semi-autonomous agency of the Federal or Provincial Government for reasons other than want of vacancy, mention post \_\_\_\_\_ Department \_\_\_\_\_ Year \_\_\_\_\_

And encircle the word applicable to you: \_\_\_\_\_ Dismissed / terminated / removed.

16. Write “Yes” or “No” against the certificates and other documents which you have Attached with this application:-

A)		Certificate / Degree
i)	Matriculation	
ii)	Intermediate	
iii)	B.A / B.Sc.	
iv)	M.A / M.Sc.	
v)	MS / M. Phil.	
vi)	Ph.D.	
vii)	Any other document	

B)	i) Experience / Service Certificate:	
	ii) Certificate of Distinction:	
	iii) Certificates of co-curricular Activities:	
	iv) Any other document:	

C)	i) In case of Govt. service, Departmental Permission Certificate from Appointing Authority.	
	ii) In case the candidate has been terminated from any Government service due to non-availability of a vacancy, Certificate of such service.	
	iii) In case of Ex-Serviceman, Discharge Certificate	

I do hereby solemnly declare that all the entries made and information Supplied by me in this application form are correct to the best of my Knowledge and belief. I fully understand that the facts given above Will serve the basis for determination of my eligibility by the University and my candidature so determined by the University will stand Provisional until it is verified with the original certificates at the time Of test / interview.

**NOTE: - (All Documents should be attested)**

Candidate’s Signature: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Date: \_\_\_\_\_

GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

CERTIFICATE OF DEPARTMENTAL PERMISSION

TO BE SUBMITTED BY THE CANDIDATE WHO IS IN GOVT. / SEMI GOVT. 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

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**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 or adhoc capacity.
- c) There is nothing on record of this Department which may render him Ineligible for the post and that his / her record of service is satisfactory and No departmental proceedings / enquiry are pending against the candidate.
- d) 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: \_\_\_\_\_

