



Government College University, Faisalabad

Allama Iqbal Road, Faisalabad, Pakistan

Tel: 041-9200702

Fax: 041-9201416

For Office use only

Diary #: _____

Date: _____

**Application & Biodata Form
(For BPS-05 to 16)**

1. Post Applied for: _____

(i) Nature of Appointment: Regular Contractual Other: _____

(ii) Applying on Quota: No / **Yes:** (if yes: Disabled, Minority)

(iv) Demand Draft detail:

Bank Draft No. _____ Date: _____ Amount: Rs. _____

Bank Name & Branch: _____

Please attach a
Passport size attested
photo with
blue background

2. Personal Information

(i) Full name (Block letters): _____

(ii) Father's name (Block letters): _____

(iii) Marital Status : _____

(iv) Gender : _____

(v) Religion : _____

(vi)(a) Permanent address:

_____ **Contact No.:** _____

Mobile: _____

Landline: _____

E-mail: _____

(b) Mailing address (if different from the permanent address):

_____ **Contact No.:** _____

(vii) Date of Birth (dd/mm/yyyy): ___/___/_____

(viii) Age (on closing date): ___/___/_____

(ix) Nationality:

Self: _____

Spouse: _____

(x) Domicile:

District: _____

Province: _____

(xi) CNIC No.



3. Educational Qualifications:

Certificate / Degree Obtained	Name of BISE / University / Degree Awarding Institute	Years attended		Div. / CGPA	Marks Obtained / Total Marks	Major Subjects
		From	To			
Matric or equivalent	BISE _____					
Intermediate or equivalent	BISE _____					
Bachelor or equivalent						
Master or equivalent						
M. Phil. /MS or equivalent						
Any other qualification						

(ii) Professional Qualifications / Diplomas / Certificates: (use extra sheet if required)

Name & place of Institution	Certificate / Diploma Obtained	Period Attended		Area / Field
		From	To	

(iii) Academic & Sports Distinctions:

(iv) Languages Proficiency (Very Good, Good, Fair):

Language	Reading	Writing	Speaking
English			
Urdu			

4. Computer Literacy

Detail	Fair	Good	Excellent
Software Packages (MS Office)			



5. Employment Record and Experience (starting from recent one):

Post Held	BPS / Salary	Institution / Organization	Duration		Experience			Certificate Attached? Yes/No
			From	To	Year	Month	Day	
Total Experience (upto the closing date of submission of applications)								

6. Other Information

(i) Are you suffering from any physical disability? Yes / No

If Yes, Specify: _____ (Attach Certificate)

(ii) Have you ever been convicted from any court of law Yes / No.

If Yes, Specify: _____

(iii) Have you obtained permission from your present employer to apply for this post: Yes / No

(iv) If you are under liability to repay money to any institution or person, please state the particulars:

(v) Is any inquiry or disciplinary proceeding currently pending / undergoing against you? Yes / No

(vi) List of Documents attached (original or attested copies):

(i)	(vi)	(xi)
(ii)	(vii)	(xii)
(iii)	(viii)	(xiii)
(iv)	(ix)	(xiv)
(v)	(x)	(xv)



Declaration

I, hereby solemnly declare that the information given in the application form and documents (testimonials, degrees, diplomas, experience certificates etc...) attached alongwith are valid and true to the best of my knowledge and belief.

I have read the instructions carefully and will be responsible if any of the information / document, provided by me, is proved wrong, at any stage of my employment.

Date: _____

Signature of the Applicant: _____

INSTRUCTIONS

In continuation to the instructions mentioned in the advertisement:-

1. This form must be accompanied by an updated CV, 3 recent attested passport size photographs, original demand draft and attested copies of educational testimonials, experience certificates and other such documents, as per information provided in the Application Form.
2. Incomplete applications or the applications received after the due date will not be entertained.
3. Those already in service should submit applications **Through Proper Channel** (by filling the attached proforma), within the due date, as mentioned in the Advertisement.
4. The University reserves the right not to fill any vacancy, increase or decrease the number of positions, consider any applicant for appointment in a lower grade or on any other position, without assigning any reason.
5. Additional sheets may be attached where space in columns is insufficient.
6. In case a candidate is not selected for the post applied for, his / her application & biodata form alongwith the copies of testimonials and other documents will be destroyed, after six months of the concerned meeting of the Appointment Committee.
7. **Two sets** of applications, complete in all respects, should be submitted within the due date.

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Receipt

Name of Applicant: _____

Post Applied For: _____

Diary#: _____

Diary Date: _____

Signature of Official: _____



Departmental Permission Certificate

(to be submitted by the candidate, serving in Government, Semi-Government or Autonomous body other than Government College University, Faisalabad)

1. To be filled by the Candidate:

- a. Name: _____
- b. Father's Name: _____
- c. Presently working as: _____ BPS/Salary: _____
- d. Office / department: _____
- e. Post, applying for: _____

(Signature of the candidate with date)

2. To be filled by the Administrative Office:

- It is certified that the above named employee is working in this organization / institution on **regular / adhoc / temporary / other** _____ basis since _____.
- The above named candidate has been granted permission to apply for the said post by the Competent Authority of the parent organization.
- If the candidate is selected in Government College University, Faisalabad, he / she will be relieved of by the parent organization, immediately.

Ref #: _____

Dated: _____

**Signature with Stamp of
the Appointing Authority
or the Authorized Officer**

