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**The Rawalpindi Women University, Rawalpindi** **Application Form (BPS-17 and Above)****Important :*** **Please make sure before submitting this form that it is complete and the required documents are enclosed. Failure to do so will render the application liable to summarily rejection.**
* No. application will be accepted unless accompanied with demand draft/pay order as per advertisement and a passport size photograph affixed on the right hand corner of this page.
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| **Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BPS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Subject, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **I. Personal Information:**  |
| 1. Full Name in BLOCK LETTERS:  | 2. Father’s Name:  | 3. CNIC #: |
| 4. Gender [ ]  Male [ ]  Female [ ]  Transgender | 5. Domicile (Indicating region/ Province /District and Nationality:  | 6. Exact Date of Birth (day/month/year):  |
| 7. Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Months, &\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days (on the last date for application) |
| 8. Permanent Address: | 9. Present/Postal Address: |
| 10. Personal Contacts : a) Phone and Area Code-Number: | b) Cell # c) E-mail address:  |
| 11.Religion:  | 12. Marital Status:  |
| **II. Academic Background/Qualification (Starting from Highest Degree/Certificate:** |
| **Degree/Certificate** | **Session/Year** | **Subjects/Field of Study** | **Marks%/ Division Grade / CGPA** | **Board/University** |
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| **III. Post-Graduate Research Projects.** |
| **Sr. No** | **Purpose of the Research Work** | **Title of the Research Work** | **Title of the Journal/Magazine & Page Nos.** |
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| **IV. Employment History (Starting from present position)** |
| **Post Held** | **BPS** | **Name of Institution** | **Period** | **Reason for Leaving** | **Job Profile / Salient Assignments** |
| **From** | **To** | **Total** |
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1. Are you free from pecuniary embarrassments?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If you are under liability to repay money, advanced by an institution or party for your education or any other purposes, state the particulars\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Have you ever been convicted or sentenced by any court of law other than minor traffic offence or another similar minor offence?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have you ever been dismissed from service? If so, give the grounds thereof and relevant facts. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Have you applied for any other post advertised by this University, if so, mention the name of post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Additional remarks, if any(Applicants may mention here any special qualification or experience in organization which have not been given under the above head)

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| 1. **References**
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| 1. A non-official candidate must produce a CERTIFICATE OF CHARACTER from the Principal/Officer of the institution last attended and also certificate from two other responsible persons, not being his relatives, who are well acquainted with his career
 |
| **2. Provide a list of two academic/professional references:** |
| **Reference-1** | **Reference-2** |
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1. If appointed, are you prepared to work on any problem or project assigned to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please state if the following documents are attached with the application:

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| **Document/copy of**  | **Yes/No** |
| Original Prescribed Form |  |
| Photographs |  |
| Certificates/DMC/Degrees |  |
| CNIC |  |
| Domicile |  |
| Experience Certificate(s) |  |
| Reprints of Publications |  |
| Departmental permission from Appointing Authority |  |
| Disability Certificate (if any) |  |
| Application processing fee |  |
| Others  |  |

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| **DECLARATION**I Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by putting my signature submit the above application and affirm that the information given therein is correct to the best of my knowledge and belief and that I authorize you to verify it from the above references or by any other authentic sources. In case, any information is proved completely or partially false/incorrect, the University will have full right to take legal action as deems fit under the rules. Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Candidate |

**Instructions to the Candidates:**

* Application forms must be filled carefully and legibly in MS Word form.
* The application must be submitted to the Registrar, Rawalpindi Women University Rawalpindi, on or before the closing date mentioned in the Advertisement through post/courier: those candidates who are already in service, Government or Semi-Government should apply through proper channel. Applications shall not be received by-hand.
* Candidates applying for more than one position shall submit separate application along with all the necessary documents (separate bank draft for each post).
* Any application received after the closing date is liable to be rejected.
* All correspondence must be addressed to the Registrar, Rawalpindi Women University Rawalpindi by designation and not by name.
* No TA DA will be paid for Test/Interview.
* Candidates should clearly give their postal Address in capital letters. Any change in address should be reported to the Registrar immediately.
* Candidates who submit unsigned application, does not submit original Pay Order, proof of Age, Educational Qualifications, Experience or Domicile Certificate, his/her application will be rejected.
* The requisite age must be possessed on the Closing Date. The maximum age limit will be relaxed as per Government Rules.
* Requisite qualifications must be possessed on or before closing date. Such candidates whose result is not officially announced by Controller of Examinations of the University on or before closing date their applications will not be entertained.
* A candidate must satisfy the university that he/she is eligible and suitable in all respects of employment under Government. The decision of the University in this behalf and as regards his/her eligibility in terms of advertisement shall be final.
* The prescribed experience will count after acquiring the requisite basic educational qualification, unless otherwise specified in the Advertisement.
* The University reserves the right to withdraw or cancel or not to fill any post without assigning any reason.
* Incomplete application in any aspect shall not be entertained.

**MAILING ADRESS FOR INTERVIEW CALL**

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