



# MIR CHAKAR KHAN RIND UNIVERSITY OF TECHNOLOGY D.G.KHAN

## PROFORMA FOR EMPLOYMENT (ADMINISTRATIVE / NON-TEACHING)

Recent Passport size  
photograph should be  
affixed here

Advertisement Reference No. \_\_\_\_\_

Serial Number of Post. \_\_\_\_\_

Post Applied for: \_\_\_\_\_

### 1. Instructions:

- The application must be filled in block letter and signed by the applicant.
- All information provided in this form must be supported with attested copies of certificate(s) for confirmation of authenticity of information.
- Column(s) where dates are required should be filled-in with proper dates instead of month/year only.
- Incomplete certificates/degrees need not to be mentioned.
- Additional sheets maybe used if necessary.

Give the number and date of the bank pay order / bank draft/postal order.

Number	Date	Bank/Office of Issue

### 2. Personal Information:

1. Name of Applicant:														
2. Father's Name:														
3. Date of Birth:		Day		Month		Year		Age						
4. Domicile:			Province		District		Tehsil							
5. CNIC No.							-						-	
6. Religion:							7. Martial Status:							

8. Postal Address:						
9. Permanent Address:						
10. Telephone No. (Office)			(Res.)		(Mob)	

**3. Academic Qualifications.**

Name of Certificate/Degree	Name of Institution/ Board/ University	Year of Passing	Marks / CGPA		
			Total Marks	Marks Obtained	% age
Matriculation/ O' Level					
Intermediate/ A' Level					
Bachelors (Two Years)					
Bachelors (Four Years)					
Masters					
MPhil/MS					
PhD					
Any Other					

**4. Experience:**

Name of Department/ Organization/Firm	Contact No.	Post held (with grade)	Period Served			Reason for Leaving
			From	To	Total Duration	

5. **Relative(s) already Employed in MCUT University** Yes  No

If Yes provide their information:-

Sr. #	Name	Designation	Department	Relationship with applicant

6. **References:**

Sr. #	Name	Department	Contact No.	Address.

7. Have you ever been dismissed/terminated/removed from service in any Government/Semi-Government/Autonomous Agency for reasons other than want of vacancy, retrenchment of post? Yes  No

If Yes provide detail below:-

Name of Post	Department	Year of Dismissed / Termination / Removed	Reasons

8. Are you suffering or have you suffered from any Physical disability? Yes  No   
If yes, then what and when it happened\_\_\_\_\_.

9. Have you obtained the explicit permission of your present employer to apply for this job?  
Yes  No

10. If you appointed how much notice period you required before joining \_\_\_\_\_

11. **Undertaking by the Applicant:** It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

DATE\_\_\_\_\_

**SIGNATURE OF THE APPLICANT**

**Attachment:**

- i) Curriculum Vitae (CV)