



# TIMES INSTITUTE

MULTAN, PAKISTAN

A Degree Awarding Institute Established under Govt. of the Punjab Act XXV-2020



## Application for Employment

**DAK Section**

Received On: (Date)  
 -  -

Time: \_\_\_\_\_

Through Courier

Tracking ID: \_\_\_\_\_

Company: \_\_\_\_\_

By Hand

Stamp & Sign: \_\_\_\_\_

### 1. Personal Information

Cader:  Teaching Department: \_\_\_\_\_  Non Teaching

Job Type:  Permanent  Contractual  Visiting Position Sought: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth:  -  -  CNIC:  -  -

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

Mobile/Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Marital Status:  Single  Married  Divorced Number of Emergency Contact: \_\_\_\_\_

Relation with Emergency Contact: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_

How did you learn about this Organization? \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, Current Employer: \_\_\_\_\_ Current Salary: \_\_\_\_\_

### 2. Education

Qualification	Board / University	Passing Year	Grade

Applicant's Signature: \_\_\_\_\_

### 3. Publications

Types of Publications	No. of Publications	HEC Ranked Category
National Publications		
International Publications		

### 4. Highest Proficiency / Special Skills (Use extra papers if required)

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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### 5. Previous Experience

Please list from the most recent

Organization Name with City	Designation	Start Date	End Date

Job notes, tasks performed and reason for leaving last job: \_\_\_\_\_

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### 6. Your Vision Regarding Job Applied For: (Use extra papers if required)

Applicant's Signature: \_\_\_\_\_

## 7. Processing Fee Detail

Payment Date: -- Payment Mode: \_\_\_\_\_ PO/Receipt No: \_\_\_\_\_

## 8. Check List of Documents

A list of required documents to complete your job application is as under:

- |  |   |
|--|---|
| 1. <b>Job Application Form</b>   | 4. <b>Experience Letter (if any)</b>          |
| 2. <b>CV</b>   | 5. <b>Computerized National Identify Card</b> |
| 3. <b>Certificates / Degrees</b><br>Matric / O-Level<br>Intermediate / A-Level<br>BA / BSc / BS (if applicable)<br>MS / M. Phil (if applicable)<br>PhD (if applicable) | 6. <b>Recent Photograph</b><br>Passport Size  |

## 9. Employment Terms for Permanent Positions

- The mandatory service period shall be 02 years except for those posts which have been tenured in the Act.
- Service rules and regulations of the Institute shall be observed strictly.
- In case of selection in any Govt. department subject to prior permission of this Institute during the mandatory service period, Clause (1) shall not be applicable. However, one month notice is mandatory.

**NOTE:** Your application shall only be entertained, if you dispatch all above mentioned documents at the following postal address within due date:

**Postal Address:**

Applicant's Signature: \_\_\_\_\_

Date: --

**Deputy REGISTRAR (G)**

**TIMES INSTITUTE**

**Main Campus:** 4-KM Head Muhammad Wala Road, Northern Bypass, Multan.

**City Campus:** Main Road, Peer Khursheed Colony, Multan.

Direct Cell: 0303-4444648

UAN: 061-111-500-700

FOR OFFICE USE ONLY:		Selection Board Held on: <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<p><b>SCRUTINY</b></p> <p><input type="checkbox"/> Short Listed</p> <p><input type="checkbox"/> Rejected</p> <p><b>Remarks:</b></p> <p>_____</p> <p style="text-align: center;">Signature</p>	<p><b>FINAL DECISION:</b></p> <p><input type="checkbox"/> Appointed      Position: _____</p> <p><input type="checkbox"/> Deffered      Salary: _____</p> <p><input type="checkbox"/> Rejected      Expected Joining Date: <input type="text"/>-<input type="text"/>-<input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><input type="checkbox"/> Absent</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature</p>		