**UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE**



LAHORE

Tel: 042-99211449 – 99211374, Ext.133, Dir. 042-99212868 E-mail: registrar@uvas.edu.pk

**APPLICATION AND BIODATA FORM FOR NON-ACADEMIC POSITIONS**

i). This form must be duly completed and accompanied by:

**PHOTOGRAPH**

(a) Original Crossed Bank Draft / Pay Order of amount as mentioned in advertisement (Rs.\_\_\_\_\_\_\_ /-Non-refundable) drawn in favour of the Treasurer, University of Veterinary & Animal Sciences, Lahore.

(b) Postal Orders will not be accepted.

(c) All the entries / replies in the Form must be hand written.

(d) Attested copies of the relevant certificates and testimonials.

(e) A recent passport size photograph.

ii). Persons already in employment should submit their applica­tions through proper channel, before or on the last date for receipt of applications during office hours.

iii). Incomplete Applications or those received after the due datewill not be entertained.

iv). The University reserves the right not to fill any vacancy without assigning any reason or consider a person for appointment in a lower cadre against the post advertised.

v). The applications complete in all respects are required in duplicate.

vi). Additional annexure-wise / category-wise list may be attached where space is insufficient.

vii). Please answer each question clearly and completely. The application must be signed by the applicant.

viii). Concealment of facts or misquoting of information in the form will disqualify the applicant even after appointment.

ix) The application must be page marked.

**1.** Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Department (as mentioned in the Advertisement) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_campus

**3.** Advertisement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Newspaperwherein published:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.**(a) Full Name (In Block Letters as mentioned in CNIC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (b) Full Name (In Block Letters as mentioned in Matric Certificate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** Father's Name (In Block Lettersas mentioned in CNIC):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.** Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Male / Female\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**7.** Computerized National Identity Card No.

**8.** Professional Council Registration: (a) Name of Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable)

(b)Regd.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) Status: Active/Expired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (d) If Active (Life time OR Interim): from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ (Annexed at page #\_\_\_\_\_\_)

**9.** (i) Postal Address for Interview call / correspondence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please provide address where TCS Service is available)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Landline No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) Permanent Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Landline No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10.** Religion: \_\_\_\_\_\_\_Date of Birth:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Age:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(As recorded in the Matriculation Certificate) (On closing date for receipt of applications)

**11.**Nationality of (a) Self\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) Wife or Husband, if married: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12.EDUCATIONAL QUALIFICATIONS: (In Chronological Order)**

**(a) *Secondary School and Intermediate or Equivalent Examinations*.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  Institutions Attended | Name of Certificate / degree | Passing Year | Marks obtained / Total Marks | Division | % Age of Marks obtained must be written | Major Subjects |
|
|  |  |  |  |  |  |  |
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***(b) University Education:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Place of Institution | Name of Degree | Passing Year | Marks obtained /Total Marks  | CGPA | Division | % Age of Marks obtained must be written | Major Subjects |
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**Note:** Mention only those degrees which have been completed on or before due date.

***(c) Penalty (if any) imposed in studentship:***

|  |  |  |  |
| --- | --- | --- | --- |
| Penalty imposed  | Minor or Major | Year | Allegations/grounds /wrongs committed by a student in his/her studentship  |
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**Note:** The applicant is required to specifically express if any penalty was awarded to him/her during his/her studentship in the University/institutions. If s/he is found guilty of concealment of any of the relevant facts at any later stage, his/her application will be liable to be rejected and in case of his/her appointment/selection, s/he will be removed from University service without any notice.

**(d) Other Formal Training Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and place of Institution | Leaving Certificate **OR**Diploma obtained | Years Attended | Major Subjects |
| From | To |
|  |  |  |  |

**(e) Academic Distinction:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and place of School, College and University /Institution  | Certificate / Degreesobtained | Years attended | Distinction Certificate / Medal | Major Subjects |
| From | To |
|  |  |  |  |  |

 **(f) Distinction in Games and Sports:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**13.** MODERN LANGUAGES: List all the languages in which you are proficient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Extent of proficiency | Diploma obtained | Year ofpassing | Institution attended |
|  |  |  |  |  |
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**14.**  Give particulars of **whole-time** employment / experience /service:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Post held | Name of the Institution where Employed | Federal or Provincial Govt. /Autonomous or Private | Permanent /Temporary / Contract / Adhoc | BPS | MonthlySalary | DurationGive Exact Dates: | Cause of leaving | Brief Description |
| From | To |
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(i) What is the total length of your experience as:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: **Experience Certificate mentioning exact dates duly signed / issued by the Competent Officer/Authority of the concerned Department should be attached otherwise the claimed experience will not be accepted. Specimen of NOC/departmental permission and experience certificate is attached at the end for guideline.**

**15. Countries visited:**

|  |  |  |
| --- | --- | --- |
| Country | Duration | Purpose of Visit |
|  From  |  To |
|  |  |  |
|  |  |  |
|  |  |  |
| **16.** Do you possess all the qualifications mentioned in the advertisement if yes, summarize them briefly in the opposite column mentioning each qualification separately in term of the advertisement.If you do not possess all or some of the qualifications, state briefly but clearly which qualification/qualifications you do not possess, giving your reason why should be considered for the post in spiteof this deficiency. (In your own interest you should give clear reasons in support of your claim for the post. **Vague replies will hinder the Correct appraisal of your application).** | Mention below the qualification you possess(1)(2) (3)(4)(5)Mention below the qualification you do not possess(1)(2) (3) |

**17.** Are you suffering or have you suffered from any physical disability? *If* so what andwhen did it begin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18.** If you are under liability to repay money to any institution or person, state the Particulars: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**19.** Have you obtained and attached the explicit permission of your present employer to apply for this post? :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**20.** Give the name, designation of your employer/employers whom we should write foryour Confidential Record:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**21.** If appointed what notice you required before joining the post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**22.** Were you ever dismissed from service in the past, or were your services ever terminated? If yes, give details:-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**23.** Give a list of all documents attached with the application:

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Document** | **Annexed at Page No.** |
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**24.** Give the detail of Bank Draft / Pay Order:

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| --- | --- | --- | --- |
| **Amounting Rs.** | **Number** | **Date** | **Name of Bank & Branch** |
|  |  |  |  |

**DECLARATION**

 I hereby solemnly declare that all the facts / information providedby me in this application form are true to the best of my knowledge and belief. I fully understand that aforementioned facts will serve the basis for determination of my eligibility and my appointment will be liableto termination,if facts / entries were found incorrect at any stage.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

**SPECIMEN/PATTERN FOR GUIDELINE**

**NO OBJECTION CERTIFICATE**

This is to certify that Mr. / Ms. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on regular / temporary / contract basis in this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department) w.e.f.\_\_\_\_\_\_\_\_\_\_. This Department has no objection on his/her applying for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the University of Veterinary & Animal Sciences, Lahore.

This is to further certify that there is no pending inquiry/outstanding dues against him/her. Moreover, there are no adverse remarks in any of his/her Annual Confidential Reports (ACRs)

(Signature and Designation of the issuing Authority)

**✄**

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**EXPERIENCE CERTIFICATE**

This is to certify that Mr. / Ms. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has served in the following capacity:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sr#*** | ***Designation*** | ***BPS*** | ***From******DD/MM/YYYY*** | ***To******DD/MM/YYYY*** |
|  |  |  |  |  |
|  |  |  |  |  |
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(Signature and Designation of the issuing Authority)