



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.

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: _____

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. Job Application Form**
- 2. CV**
- 3. Certificates / Degrees**
Matric / O-Level
Intermediate / A-Level
BA / BSc / BS (if applicable)
MS / M. Phil (if applicable)
PhD (if applicable)
- 4. Experience Letter (if any)**
- 5. Computerized National Identify Card**
- 6. Recent Photograph**
Passport Size
- 7. Deposit Rs. 1000/- on account of Processing Fee in below mentioned account:**
Account Title: **TIMES INSTITUTE**
Account No: **PK78FAYS3592301000000998**
Bank Name: **Faysal Bank Limited**

9. Employment Terms for Permanent Positions

1. The mandatory service period shall be 02 years except for those posts which have been tenured in the Act.
2. Service rules and regulations of the Institute shall be observed strictly.
3. 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: - -

SCRUTINY

Short Listed

Rejected

Remarks:

Signature

FINAL DECISION:

Appointed

Position: _____

Deffered

Salary: _____

Rejected

Expected Joining Date: - -

Absent

Signature