



Kohsar University Murree

Application Form for Administrative Post(s)

Form No.
(Office use)

- (1) Job Application Form uploaded on KUM's Website along with advertisement shall only be accepted in hard form though courier only, (by hand/through email submission and received after closing date shall not be acceptable / entertained.)
- (2) Two (02) sets for all posts, must contain KUM Job Application Form, Copies of Attested / Verified Degrees & Transcripts from HEC / Boards, etc., Experience Certificates, NOC, Domicile (Punjab), CNIC and recent Passport size photographs with each application form complete in all respect, otherwise application shall be considered incomplete and liable to be rejected.
- (3) The applicants are also required to submit **original** demand draft / pay order/ Online (**Non-refundable**), in favor of "Treasurer, Kohsar University Murree" along-with other documents. (Fee in the form of Postal Orders is not acceptable). The job application form without processing fee shall not be considered / entertained.
- (4) Applicants applying for more than one post will submit separate Job Application Form along with necessary documents as mentioned in advertisement, complete in all respect. Please clearly write name of the post applied for on top right side of the envelope.
- (5) The University is not responsible for delays in receiving of Dossiers with job application form of the applicant due to courier's lapses.
- (6) Please write N/A where not applicable.

Paste here a recent
Photograph
(1.5"X2")

Post Applied for:			
Current Position: (if serving) Scale / Grade / etc.:		Nature of Job: (Regular / Contract / TTS)	
Advertisement IPL No & Closing Date:			
Pay Order / Bank Draft / Challan Details etc.:	No:	Date:	Amount:

(A) Personal Data:

Name in full (Block Letters only): (As per Matriculation Certificate)											
Father / Husband's Name (Block Letters only): (As per Matriculation Certificate)											
Date of Birth: (As per Matriculation Certificate)					Age (on Closing date):		Y	M	D		
National Identity Card No.						-					-
Nationality:				Religion:							
Place of Birth:				Domicile: _____ (e.g. Punjab (Rawalpindi))	Nationality Other than Pakistan: (If Any) Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Please must attach evidence)						
Marital Status:											
Postal Address:											
Contact No:	In Use:				Residence No.						
	Alternative:				Office No.						
Email Address:	Primary:										

	Alternative:
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(B) Academic Qualifications: *(please start with the highest degree)*

Applicant's qualification shall not be considered if **(Incomplete) Provisional Transcript** is attached or **result is not officially announced** by the Controller of Examinations of a concerned Board / University on or before the closing date.

Degree / Certificate (Nomenclature)	Marks / CGPA out of Total Marks / CGPA	Division / Percentage	Passing Year / Issuance Date	Institute / Board	Subjects (e.g. Science, Pre- Engineering/Pre- Medical/Arts/any other)

- Intermediate & Matriculation Certificates are mandatory, issued by relevant BISE, Both Sides of Transcript and Degree are required to attach with the Application Form. **Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained.**

Academic Distinction: - _____

(Please Attach Distinction /Merit Certificate issued by Controller of Examination of the Institution / University)

(C) Service Record:

(Start with recent position. Only mention those having duration of at least three (03) months)

Institution / Organization	Nomenclature of the Post / (Scale/Grade)	Nature of Job <i>*Regular/Contract/TTS etc.)</i>	Period	
			From DD-MM-YY	To DD-MM-YY

(I) Any Other Information:

(The applicant may furnish additional information, by using extra sheet in prescribed format. (Where required).

Please Submit Your Job Application Form with Following Documents:

- Original NOC, who applied through proper channel, and working in Government, Semi-Government, and Autonomous Bodies as per advertisement.

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- Attested Passport Size Photographs.
 - Attested Photocopy of Valid CNIC.
 - Attested Photocopy of Domicile.
 - Nationality Evidence (**other than Pakistan**) if any.
 - Attested Photocopies of All Academic Credentials verified from HEC / Boards etc. (Both sides of Degrees & Transcripts).
 - Attested Photocopies of verified Experience Certificate/s duly signed by authorized officer/ office of relevant Employer/s.
 - Attested Photocopy of Equivalence Certificate (where applicable as per advertisement).
 - Original Challan Form/ Bank Draft (**Should be attached with Original Application Form and photocopy of Challan Form/ Bank Draft / Evidence of Processing Fee with remaining set/s of Application/s**)

I, solemnly declare that the entries made in this form are correct. In case of any misstatement, I may be held responsible.
(Incomplete applications are liable to be rejected.)

Dated: / /**2024**

Name:

Signature:

Thumb Impression of the Applicant:

(Without Signature & Thumb Impression of the applicant, the application shall not be processed)