



HIGHER EDUCATION COMMISSION SECTOR H-9 ISLAMABAD

JOB APPLICATION FORM

Photograph

Post Applied For:	
Quota:	

*Please use separate form for each post

PERSONAL DETAIL (Please fill in block letters):

Name of Applicant:														
Father's Name:														
Date of Birth:														
Age (as on closing date of advertisement):	Year(s)			Month(s)			Day(s)							
CNIC Number:							-							-
Nationality:														
Domicile:														
District of Domicile:														
Gender:														
Marital Status														
Religion:														
Postal Address:														
Permanent Address:														
Telephone No. (Landline):														
Cell / Mobile Number:														
Email Address:														

SERVICE HISTORY:

Position held	Name of Institute/Organization/Department	Period		Total Exp. (Y-M-D)
		From	To	
Total Experience: Year(s) _____ Month(s) _____ Day(s) _____				

PROFESSIONAL TRAININGS/COURSES:

Course Title	Institute	Period		Duration
		From	To	

AWARDS/HONOR:

1.	
2.	
3.	
4.	
5.	

MEMBERSHIP ON BOARD/COMMITTEE/OTHER BODIES:

1.	
2.	
3.	
4.	
5.	

OTHER RELEVANT INFORMATION (APART FROM ABOVE):

1.	
2.	
3.	
4.	
5.	

By signing and submitting this application form I _____ undertake that the information provided above is correct to the best of my knowledge, and that I authorize verification if so required. I further undertake that the research work/authorship (if any), referred to above, is genuine, and if found otherwise at any stage, my candidature and/or selection shall be liable to be rejected.

Application date:

Signature of the Applicant

INSTRUCTIONS

* “Master Degree” means 16 years of education & “Experience” means experience gained after obtaining the required qualification

- **Applications must reach within 15 days from the date of publication of advertisement.**
- Interview of eligible candidates residing outside the Islamabad / Rawalpindi region and vicinity will be conducted via Audio/video conferencing at the nearest possible location of the candidates i.e. Karachi, Lahore, Quetta & Peshawar.
- **Application processing fee @ Rs. 250/-** shall be deposited **at Habib Bank Limited in the A/C No. 17427900133401 of HEC.** Postal Order / Bank Draft / Banker’s Cheque / Pay Order will also be acceptable in favour of Director (Accounts), HEC. **Original receipt of the fee deposited shall be attached with the job application.**
- The experience as part time, honorary, apprentice and internee will not be considered / counted as experience. Selectee can be posted anywhere in Pakistan.
- **HEC is equal opportunity employer. For posts at Serial No. 1 to 18, candidates having any 3rd division in their educational career need not to apply. Apply separately for each quota / position. Name of the post along with quota should be clearly mentioned on the envelope.**
- **Those already in Government Service should apply through proper channel. 05 years general age relaxation already included. Further age relaxation will be given as per Government rules. Incomplete / late applications will not be entertained.**
- **Written test will be conducted.** Knowledge of MS Office, good verbal and written communication skills in English is also required. **Only eligible candidates will be called for interview.**
- No TA/DA will be admissible for appearing in test/interview. HEC reserves the right to reject any or all the applications without assigning any reason.
