



# GC University Lahore

## JOB APPLICATION FORM

**FOR TEACHING  
POSITIONS**

(TO BE FILLED & SUBMITTED BY THE CANDIDATE. INCOMPLETE/LATE SUBMITTED FORMS WILL NOT BE CONSIDERED)

APPLICATION NO. \_\_\_\_\_ (for office use)

ADVERTISEMENT REF. NO. \_\_\_\_\_ LAST DATE \_\_\_\_\_

Payment of processing fee (as per advertisement), please attach original deposit slip/online transaction slip at back side of this page. Tick (choose) only one from the following:

1	Through Challan	2	Bank Draft/ DD/ Postal Order/ Pay Order/Online transaction
---	-----------------	---	---

Please attach recent  
photograph

**FOR BANK DRAFT/DEMAND DRAFT/ POSTAL ORDER/ONLINE TRANSACTION:**

BANK NAME: \_\_\_\_\_ SR. NO. \_\_\_\_\_ DATE: \_\_\_\_\_

### (SECTION I)

**1. POST APPLIED FOR:** \_\_\_\_\_

**2. BASIC PROFILE**

1.	CANDIDATE'S NAME	
2.	FATHER'S NAME	
3.	SPOUSE'S NAME	
4.	PRESENT ADDRESS	
5.	PERMANENT ADDRESS	
6.	EMAIL ADDRESS	
7.	CANDIDATE'S CONTACT NUMBER	
8.	DATE OF BIRTH (ACCORDING TO MATRICULATION CERTIFICATE)	
9.	AGE (ON CLOSING DATE FOR ADVERTISEMENT)	YEARS _____ MONTHS _____ DAYS _____
10.	NATIONAL IDENTITY CARD No.	
11.	NATIONALITY & DOMICILE	
12.	GENDER (MALE/FEMALE/TRANS.)	
13.	RELIGION	
14.	DO YOU POSSESS THE MINIMUM QUALIFICATIONS PRESCRIBED FOR THE POST APPLIED FOR? (YES/NO)	
15.	<b>Important Note:</b> Applicants for the post of Professor and Associate Professor are required to submit a soft copy of their updated CV along with Five (05) representative publication at confidentialbranch@gcu.edu.pk	

## SECTION II

### RUBRIC BASED ASSESSMENT OF APPLICANT'S CREDENTIALS

#### 3. ACADEMIC QUALIFICATION

**NOTE**

1. All the entries must be supported by certificates or degrees failing which no claim of Qualification will be maintainable.
2. All documents (certificates and degrees) should be attested/verified by the relevant issuing authorities (Boards/Universities).
3. Please mention details of all examinations /degrees and technical qualifications obtained, starting with Matriculation in the order in which passed.
4. Total academic marks will be 50 for the post of Lecturer & Assistant Professor. Max. 10 marks for each degree and 20 marks will be awarded to PhD degree holder even if he/she has not MPhil degree.

<b>CERTIFICATE / DEGREE</b>	<b>SUBJECTS</b>	<b>BOARD / UNIVERSITY</b>	<b>YEAR OF PASSING</b>	<b>TOTAL MARKS</b>	<b>MARKS OBTAINED</b>	<b>DIVISION/ CGPA</b>	<b>REMARKS/ DISTINCTION</b>
MATRICULATION							
INTERMEDIATE							
GRADUATION (14 YEARS)							
BS/MASTERS (16 YEARS)							
MS/MPHIL							
PHD							
POST DOC (WITH DURATION)							
OTHERS							

**4. REFEREED PUBLICATIONS****NOTE**

1. For Professor and Associate Professor, each publication (refereed articles in edited volumes & journals) after qualifying the basic eligibility criteria each publication carries 01 mark out of 20.
2. For Assistant Professor, two marks will be awarded for each publication in published in impact factor journals and one mark will be awarded for each publication published in HEC recognized journals and edited volumes.
3. For Lecturer, , four marks will be awarded for each publication in published in impact factor journals and two marks will be awarded for each publication in HEC recognized journals and edited volumes.
4. Please attach documentary evidence that will be verified later. No credit will be given without any evidence.

**A. HEC RECOGNIZED ACADEMIC JOURNALS**

<b>SR. NO.</b>	<b>TITLE OF RESEARCH PAPER</b>	<b>NAME OF JOURNAL WITH ISSN, CATEGORY / IMPACT FACTOR</b>	<b>VOLUME, PAGE No. &amp; YEAR</b>
1.			
2.			
3.			

**B. REFEREED PUBLICATIONS IN EDITED VOLUMES/ENCYCLOPEDIA**

1.			
2.			
3.			

**5. RESEARCH PROJECT AS PI/BOOKS/EDITED VOLUMES****NOTE**

1. **FOR PROFESSOR AND ASSOCIATE PROFESSOR**, in the rubric-based assessment:
  - a. Each Project should be worth of at least one million and it should be externally funded (not funded by local University).
  - b. Each book and edited volume published by reputed publishers carries 05 marks.
  - c. Please attach documentary evidence that will be verified later. No credit will be given without any evidence.
  - d. For the above positions, total marks in this section are 20.
2. **FOR ASSISTANT PROFESSOR AND LECTURER**, two and four marks respectively will be awarded for each published book.

<b>SR. NO.</b>	<b>TITLE OF THE PROJECT</b>	<b>FUNDING AGENCY</b>	<b>AMOUNT</b>
1.			
2.			
3.			
4.			

<b>BOOKS/EDITED VOLUMES</b>			
1.	<b>Title</b>	<b>Place of Publication &amp; Publisher</b>	<b>Year</b>
2.			
3.			

#### **6. MPhil DEGREES AWARDED UNDER YOUR SUPERVISION**

##### **NOTE**

1. For Professor and Associate Professors, the applicant will be given 01 mark out of 10 for each student who is awarded degree.
2. Please do not mention in-progress theses.
3. Please attach documentary evidence that will be verified later. No credit will be given without any evidence.

<b>SR. NO.</b>	<b>NAME OF THE STUDENT</b>	<b>THESIS TITLE</b>	<b>COMPLETION DATE</b>
1.			
2.			
3.			
4.			
5.			

#### **7. PhD DEGREES AWARDED UNDER YOUR SUPERVISION**

##### **NOTE**

1. For Professor and Associate Professor, an applicant will be given 03 marks out of 15 for each student who is awarded PhD degree.
2. Do not mention in progress theses.
3. Please attach documentary evidence which we will verify later. No credit will be given without any evidence. Evidence could be letter by the relevant Controller of Examinations, links of websites, and initial pages of theses.

<b>SR. NO.</b>	<b>NAME OF THE STUDENT</b>	<b>THESIS TITLE</b>	<b>COMPLETION DATE</b>
1.			
2.			
3.			
4.			
5.			

**8. SERVICE RECORD:** Indicate details of your entire service record up to your present post.

**TOTAL EXPERIENCE = YEARS**  
**MONTHS**

POST / DESIGNATION	OFFICE /DEPARTMENT	GOVT. / SEMI GOVT./ PRIVATE	PERMANENT / TEMPORARY / ADHOC	DURATION		BS / TTS / MONTHLY SALARY	REMARKS
				From	To		

**NOTE**

- For a position of Professor, 02 marks per year (out of 10) will be given to the applicant who has worked as Associate Professor.
- For a position of Associate Professor, 02 marks per year (out of 10) will be given to the applicant who has worked as Assistant Professor.
- For a position of Assistant Professor, 01 mark per year will be given out of 10, for serving in a reputable & recognized degree awarding institute/University.
- For a position of Lecturer, experience of teaching/research in any government or well reputed private/college/university/researcher organizations will be considered. Out of 10, one mark per year will be given.

**9. PROFESSIONAL TRAININGS (NATIONAL & INTERNATIONAL)**

**NOTE**

- Please start from the recent training
- In the rubric-based assessment, for the positions of Professor and Associate Professor, each national training carries 0.25 marks and international training carries 01 mark (Maximum marks are 10).
- Trainings can be Physical or Virtual.
- Please attach evidence that will be verified later. No credit will be given without verifiable evidence.

COURSE/ DIPLOMA/ CERTIFICATE	FIELD OF STUDY	INSTITUTION & COUNTRY

**10. EDITOR OF AN ACADEMIC JOURNAL****NOTE**

1. For Professor and Associate Professor, two (2) marks per issue will be given to Editor-in-Chief/Editor/Sub-Editor/Assistant Editor/Associate Editor/Managing Editor.
2. Maximum marks are 10.
3. Please attach verifiable evidence, for instance, letter from the journal, link of the journal, and initial pages of the journal mentioning your name.

<b>SR. NO.</b>	<b>NAME OF THE JOURNAL</b>	<b>YOUR ROLE AS EDITOR-IN-CHIEF/EDITOR/SUB-EDITOR/ASSISTANT EDITOR/ASSOCIATE EDITOR/MANAGING EDITOR</b>	<b>ISSUE NO., VOLUME &amp; YEAR</b>
1.			
2.			
3.			
4.			
5.			

**11. REVIEWER/REFEREE OF RECOGNIZED ACADEMIC JOURNAL/PUBLISHER****NOTE**

1. For Professor and Associate Professor, one mark per journal will be given.
2. Maximum marks are 05.
3. Please attach evidence (e.g., letter by the editor), which we will verify later.

<b>SR. NO.</b>	<b>NAME OF THE RECOGNIZED JOURNAL/ACADEMIC PUBLISHER</b>	<b>YEAR</b>
1.		
2.		
3.		
4.		
5.		

**12. CONFERENCE/WORKSHOPS ORGANIZED AS A FOCAL PERSON**  
(VIRTUAL/PHYSICAL. ATTACH DOCUMENTARY EVIDENCE)

**NOTE**

1. For Professor and Associate Professor, 2.5 marks per International Conference and 01 mark per National Conference will be given.
2. Maximum marks are 05.
3. Please attach verifiable evidence (letter by the Registrar/Vice Chancellor/Online Links).

<b>SR. NO.</b>	<b>NAME OF CONFERENCE / WORKSHOP</b>	<b>DURATION</b>
1.		
2.		
3.		
4.		
5.		

**13. ACADEMIC PRESENTATIONS/TALKS IN SEMINARS/CONFERENCES**

**NOTE**

1. Mention both national & international (Virtual/Physical) presentations.
2. For Professor and Associate Professor, one mark for international and 0.5 for national academic talk in Conference/Seminar will be given.
3. Maximum marks are 10.
4. Please attach verifiable evidence such as poster, online link, and letter by the organizers.

<b>SR. NO.</b>	<b>TITLE OF THE PRESENTATION</b>	<b>HOST ORGANIZATION &amp; COUNTRY</b>	<b>DATE</b>
1.			
2.			
3.			
4.			
5.			

**14. SCHOLARSHIPS, FELLOWSHIPS & TRAVEL GRANTS (POSTGRADUATE LEVEL)****NOTE**

1. For Professor and Associate Professor, two (2) marks per international and 01 per national funding will be given.
2. Maximum marks are 05.
3. Please attach verifiable evidences (letter by the Funding Agency/Registrar/Vice Chancellor).
4. If one funding offer involves 'Travel Grant', a separate credit will be given.

<b>SR. NO.</b>	<b>PURPOSE OF GRANT</b>	<b>FUNDING AGENCY (NATIONAL/INTERNATIONAL)</b>	<b>DATE</b>
1.			
2.			
3.			
4.			
5.			

**15. ROLE IN INSTITUTIONAL DEVELOPMENT****NOTE**

1. For Professor and Associate Professor, two marks (out of 20) per assignment will be given.
2. Duration of such assignments must be at least one semester (17 Weeks).
3. Nature of these "Administrative Assignments" should be related to your Leadership Role, and strengthening and building institutions (such as In-Charge/Head of a Department; Coordinator of an Academic Programme; Initiating New Academic Programmes; Member of Board of Studies, Board of Faculty, Academic Council, or Syndicate; Role in Expanding and strengthening the infrastructure of an Institution and academic programmes/departments, etc.).
4. Attach evidences that will be verified later. These evidences can be letters issued by relevant Registrar/Vice-Chancellor/Head of the Institution. Letters issued by Heads/Chairpersons/In-Charges of Academic Departments will not be considered.

<b>SR. NO.</b>	<b>NATURE OF ASSIGNMENT AND YOUR ROLE/CONTRIBUTION</b>	<b>DURATION</b>
1.		
2.		
3.		
4.		
5.		



**16. SELF-EVALUATION: RUBRIC-BASED ASSESSMENT OF SECTION II**  
**(ONLY FOR PROFESSOR/ASSOCIATE PROFESSOR)**

**NOTE**

For positions of Professor and Associate Professor, 33 percent score (50 out of 150) is mandatory to qualify for the next step (external evaluation). This section has Sixty percent (60%) weightage towards total calculation of merit.

<b>PARAMETER</b>	<b>MAXIMUM MARKS</b>	<b>SELF-EVALUATION BY THE APPLICANT</b>	<b>REMARKS (IF ANY)</b>
<b>1.</b> Research publications in edited books & HEC recognized Journals	20		
<b>2.</b> Research Supervision			
MPhil Level	10		
PhD Level	15		
<b>3.</b> Research Projects as PI from external source/Awards/patents/books/edited volumes published by reputed publishers	20		
<b>4.</b> Relevant Teaching experience at Postgraduate Level (Four-year BS/MA/MS/MPhil/PhD)	10		
<b>5.</b> National & International Trainings completed	10		
<b>6.</b> Editor-in-Chief/Editor/Sub-Editor/Associate Editor/Managing Editor of an Academic Journal (mention number of issues published under your editorship)	10		
<b>7.</b> Reviewer/Referee of a recognized Academic Journal	05		
<b>8.</b> Focal person of a Conference (physical and virtual)	05		
<b>9.</b> Presentation in an academic conference/talk (physical and virtual)	10		
<b>10.</b> Scholarships, Fellowships & Travel Grants (postgraduate level)	05		
<b>11.</b> Institutional Development	20		
PhD (with the exception of Urdu, local languages, Arabic and Persian) from one of the top 200 universities of the world (QS/THE) at the time of award of degree.	05		
<b>12.</b> Post Doc (05 marks will be awarded if post Doc is completed from technically advance countries as per HEC updated list and duration of Post Doc is at least 09 month).	05		
<b>Total Marks</b>	<b>150</b>		

### **SECTION III-DOSSIER FOR EXTERNAL EVALUATION (ONLY FOR PROFESSORS AND ASSOCIATE PROFESSORS)**

For positions of Professor and Associate Professor, details in this section are particularly important for external evaluation by leading scholars of their respective disciplines. Sixty percent (60%) score (18 out of 30 marks) in external evaluation is mandatory to qualify for an interview. This counts thirty percent (30%) towards the total weightage for calculating merit.

#### **1. IDENTIFY YOUR FIVE REPRESENTATIVE PUBLICATIONS**

##### **NOTE**

1. You can mention research articles in academic journals and edited volumes, and/or book chapters.
2. External expert will have 15 marks for this section, 03 marks for each publication.
3. For Social Sciences and Humanities, 1.5 marks for contribution to a larger scholarship/our understanding of the existing field, and 1.5 marks for clarity of argument & structure of the article.
4. For Sciences, 1.5 marks for contribution to a larger field, and 1.5 marks for evidences/results/data/impact factor.

<b>SR. NO.</b>	<b>TITLE</b>	<b>PUBLISHER</b>	<b>DATE</b>
1.			
2.			
3.			
4.			
5.			

#### **2. TEACHING, RESEARCH & PROFESSIONAL STATEMENTS**

External experts will also consider an applicant's national & international exposure (education, fellowships, jobs/teaching, presentations, collaborations etc.). For positions of Professor and Associate Professor, external experts will evaluate an applicant's credentials and give marks out of 15.

Please carefully draft answers to the following questions which will help our external experts to qualitatively analyze your varied experiences of education, teaching, talks and collaborations. They will also consider how your academic skills evolved over time.

**RESEARCH STATEMENT (WHAT IS INNOVATIVE ABOUT YOUR RESEARCH, WHO HAS INFLUENCED YOU THE MOST IN RESEARCH, HOW HAS YOUR RESEARCH INTEREST DEVELOPED OVER TIME) (500-800 WORDS)**

---

---

---

---

---

**TEACHING STATEMENT (COMMENT ON YOUR TEACHING PHILOSOPHY AND METHODOLOGY, AND EXPERIENCES) (500-800 WORDS)**

---

---

---

---

---

#### **SECTION IV. REFERENCES & DECLARATION**

**REFERENCES:** (PROVIDE TWO ACADEMIC/ PROFESSIONAL REFERENCES)

**REFERENCE NO. 1:**

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT No. \_\_\_\_\_

**REFERENCE NO. 2:**

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT No. \_\_\_\_\_

1. If your last service has been terminated by the Government for want of vacancy, please give dates of such service from \_\_\_\_\_ to \_\_\_\_\_.
2. If you are an ex-serviceman, please give the dates of your service in Armed Forces (as shown in the Discharge Certificate) from \_\_\_\_\_ to \_\_\_\_\_.
3. Also mention rank at the time of release / discharge: \_\_\_\_\_
4. If you have ever been dismissed / terminated / removed from any Provincial/ Federal Govt./ Autonomous/ Semi-Autonomous Agency of the Federal or Provincial Government for reasons other than want of vacancy, mention post \_\_\_\_\_ Department \_\_\_\_\_ Year \_\_\_\_\_ and encircle the word applicable to you: Dismissed / Terminated / Removed
5. Write “Yes” or “No” against the certificates and other documents which you have attached with this application:-

**CHECK LIST****(Please attach attested copies of the relevant documents)**

		(Y / N)	Page. No.
a)	i)	Matriculation	
	ii)	Intermediate	
	iii)	Graduation	
	iv)	Masters	
	v)	MPhil	
	vi)	PhD	
	vii)	Post Doc	
	viii)	Domicile Certificate	
	ix)	Experience / Service Certificate	
	x)	Certificate of Distinction	
	xi)	Certificates of Co-Curricular Activities	
	xii)	Professional Training Certificates (National & International)	
	xiii)	Thesis Supervision (MPhil/PhD)	
	xiv)	Publications	
	xv)	Research Project as PI / CO-PI	
	xvi)	Editor of an Academic Journal (Documentary evidence)	
	xvii)	Paper Reviewed (Documentary evidence)	
	xviii)	Academic Talks (National and International) (Documentary evidence)	
	xix)	Scholarships, Fellowships & Travel Grants (postgraduate level) (Documentary evidence)	
	xx)	Edited Volumes/Books Published (Documentary evidence)	
	xxi)	Conference / Workshops organized as Focal Person (Documentary evidence)	
	xxii)	Role in Institutional Development (Documentary evidence)	
	xxiii)	Any other document	
b)	i)	In case of Government Service, Departmental Permission Certificate from Appointing Authority.	
	ii)	In case the candidate has been terminated from any Government Service due to non- availability of a vacancy, Certificate of such Service.	
	iii)	In case of Ex-Serviceman, Discharge Certificate	

I do hereby solemnly declare that all the entries made and information supplied by me in this application form are correct to the best of my knowledge and belief. I fully understand that the facts given above will serve the basis for determination of my eligibility by the University and my candidature so determined by the University will stand provisional until it is verified with the original certificates at the time of test / interview.

**CANDIDATE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **CERTIFICATE OF DEPARTMENTAL PERMISSION**

**To be submitted by the candidate who is in Government / Semi Government Service**

**1. THE FOLLOWING PARTICULARS SHOULD BE FILLED IN BY THE CANDIDATE:-**

- a) NAME \_\_\_\_\_
- b) FATHER'S NAME \_\_\_\_\_
- c) POST HELD AT PRESENT \_\_\_\_\_
- d) OFFICE / DEPARTMENT \_\_\_\_\_
- e) POST APPLIED FOR \_\_\_\_\_
- f) ADVERTISEMENT DATED \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF THE CANDIDATE**

**2. (THIS PORTION SHOULD BE FILLED IN BY THE DEPARTMENT / OFFICE.)**

The above mentioned candidate has been permitted by this Office / Department to apply for the said post and that:-

- a) He/ She has been employed in this Department/ Office as \_\_\_\_\_  
since \_\_\_\_\_
- b) He / She holds this post in permanent / temporary or adhoc capacity.
- c) There is nothing on record of this Department which may render him ineligible for the post and that his / her record of service is satisfactory and no departmental proceedings / enquiry are pending against the candidate.
- d) If a Departmental candidate / employee is selected, he / she will be relieved by the Parent Department to join the post for which he / she has applied.

SIGNATURE  
NAME AND DESIGNATION OF THE  
APPOINTING AUTHORITY OR AUTHORISED  
OFFICER ON HIS BEHALF

DATED: \_\_\_\_\_

**APPLICANTS FROM OVERSEAS CAN EMAIL THEIR FORMS WITH RELEVANT DOCUMENTS TO**

VC@gcu.edu.pk

CANDIDATE NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_

CONTACT NOS. \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_

CONTACT NOS. \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_

CONTACT NOS. \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_

CONTACT NOS. \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_

CONTACT NOS. \_\_\_\_\_



**GC UNIVERSITY LAHORE**  
TO BE FILLED BY THE CANDIDATE

APPLICATION No. \_\_\_\_\_

NAME OF THE CANDIDATE \_\_\_\_\_

NAME OF POST \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATED: \_\_\_\_\_

(Name & Signature)