

FAITIMYAH INTERNATIONAL UNIVERSITY  
**APPLICATION FORM FOR  
ADMIN AND GENERAL POSITIONS**

**Contents and Parameters**

1.	1. General Information of Applicant: .....	1
2.	Present Position: .....	1
3.	Education and Training .....	1
4.	Details of work experience: .....	2
5.	7. Multi-tasking experince.: .....	2
6.	Social, Religious, Philanthropic Services and Community engagements.....	2
7.	Events management: Resource mobilization/fundraising /collaborative skills-set.....	3
8.	Scholarly and other relevant professional achievements:[Publications, Research Prohects .....	3
9.	presentations in conferences/seminars/research projects [Attch details] .....	3
10.	International Exposure, if any:.....	3
11.	Additional information, if any, that may support your application for the position applied for: ....	3
12.	Details of Referees, At least two references.....	3
13.	Declaration:.....	3

# Job-Application Form

Photo

## FOR THE ADMINISTRATIVE AND OTHER POSITIONS

You can add more lines or additional sheets if needed; Please strike off whichever is not applicable

### 1. GENERAL INFORMATION OF APPLICANT:

<b>Position(s) applied for?</b> Your Application shall be evaluated for the first position applied for, however, you may mention two other Positions of your choice for consideration.	Position - 1:	ERP Code:
	Position - 2:	ERP Code:
	Position - 3:	ERP Code:
Name of Candidate	Date of Birth (DD/MM/YY)	Gender:
Correspondence Address:		
Permanent Address		

### 2. PRESENT POSITION:

a.	Designation	
b.	Organization	
c.	Permanent/Contract/	Pay Scale? [PBS/PPS/MPS/TTS/Others]
d.	Gross Pay	
Mobile No 1	Mobile No -2	Office No.
E-mail:	Website (address, if any):	CNIC No. Nationality:      Passport No.[for foreign applicants]

### 3. EDUCATION AND TRAINING

2 – Educational degrees					
S. No.	Qualification [General/Professional]	University/Boad	Year	Subject(s)/ Topic(s)	Distinctions [if any]
1.	PhD				
2.	M. Phil /MS [18 year]				
3.	Masters /BS [16 year]				
4.	Bachlors [14 year]				
5.	Intermediate [12 year]				
6.	Matric [10 year]				
7.	Others (Please specify)				
2 –b Additional Qualifications (If any):					
S. No	Qualification	University/Instituti on	Year	Subject(s)/ Topic(s)	
1.	Post Doc.				
1.	B.Ed/ M.Ed / Diploma etc.				
2.					
2 –c Specialized other professional Training /Certification (If any):					
S. No.	Training more than 3 months /Fellowship	Institution	Year	Subject / Topic	
1.					

2.				
----	--	--	--	--

#### 4. DETAILS OF WORK EXPERIENCE:

a.	Relevant Job Experience	Years_____ Months_____
b.	Other Job Experience	Years_____ Months_____

Give details of jobs/experience below:

S. No.	Post held	Pay Scale/ Gross Pay	Organization	Experience (In years & Months)
1				
2				
3				
b)	<u>Other Job Experience</u>			
1				
2				
3				

4 (a). Your Top most professional expertise?

1.	Mention only 5 here	1	2.	3.	4.	5.	

4 (b) Your most important achievements or your major new contribution to your organization, during your career:

1.	Description	What was new?
2.		
3.		
4.		

5. Demonstrable experience of handling Quality issues, assessment and accreditation procedures, etc.

S. No.	Area	Institution	Achievements
1.	Quality issues		
2.	Any other issue (Please specify)		

6. Experience of working on the professional Committees/Bodies

S. No.	Institution	Professional Committees	Position Chair/Member	Total (in years and months)
1.				
2.				
3.				

#### 5. 7. MULTI-TASKING EXPERIENCE.:

S. No.	Client/Organization's name	Details of assignment
1		
2		
3		

#### 6. SOCIAL, RELIGIOUS, PHILANTHROPIC SERVICES AND COMMUNITY ENGAGEMENTS

S. No.	Name of Service	Detail

**7. EVENTS MANAGEMENT: RESOURCE MOBILIZATION/FUNDRAISING /COLLABORATIVE SKILLS-SET**

S. No.	Events	Details

**8. SCHOLARLY AND OTHER RELEVANT PROFESSIONAL ACHIEVEMENTS:[PUBLICATIONS, RESEARCH PROHECTS**

S. No.	Achievement Title	Details

**9. PRESENTATIONS IN CONFERENCES/SEMINARS/RESEARCH PROJECTS [ATTCH DETAILS]**

S. No.	Presentation Title	Details [event, Organization, City, Dates or Year]

**10. INTERNATIONAL EXPOSURE, IF ANY:**

<b>Countries visited:</b>	Give List:
<b>Worked with Int. organizations:</b>	List

**11. ADDITIONAL INFORMATION [IF ANY]**

[That may support your application for the position applied for]

S. No.	Description	Details

**12. DETAILS OF REFEREES, AT LEAST TWO REFERENCES**

S. No.	Details
1.	Name of the Referee Designation, Organization, Address, Country, Email Phone no. Mobile
2.	Name of the Referee Designation, Organization, Address, Country, Email Phone no. Mobile

**13. DECLARATION:**

I hereby declare that, to the best of my knowledge and belief, all statements and information made or provided in this application are accurate, full, and correct. I further declare and acknowledge that, in accordance with the Act, Statutes, etc. and other applicable rules of Fatimiyah International University, my application, or the position held may be summarily cancelled at any stage without prior notice and any other rules of FiU shall also apply.

Place: \_\_\_\_\_

(Signature of the applicant)

Date: \_\_\_\_\_

**Apply to:**

**The HR Manger FiU Project/ FHES:**

173, Britto Road, Jamshed Quarters, Near Numaish, Karachi Pakistan

Email: [fiu@fen.edu.pk](mailto:fiu@fen.edu.pk)

Phone: FHES: 021-32256361

Fatimiyah Hospital: 0314-2315822