

**ALLAMA IQBAL OPEN UNIVERSITY**  
**H-8, ISLAMABAD**

Application Form No. \_\_\_\_\_

**DEPARTMENTAL PERMISSION CERTIFICATE FOR  
PERSON IN GOVERNMENT SERVICE**

- (1) (a) Full Name of the advertised post \_\_\_\_\_  
(b) Name of Department/Division/Ministry \_\_\_\_\_
- (2) (i) Name of candidate \_\_\_\_\_ Father's Name \_\_\_\_\_  
(ii) I.D. Card No. 

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(iii) Designation \_\_\_\_\_ BPS \_\_\_\_\_  
(iv) Present department with complete address \_\_\_\_\_

(3) I have applied for the above post on the prescribed form separately. Departmental permission for submission of my application, may kindly be forwarded to the Registrar, Allama Iqbal Open University, H-8, Islamabad, Closing date for receipt of application by the University is \_\_\_\_\_

Date \_\_\_\_\_ Signature of the candidate \_\_\_\_\_

(4) Forwarded: Mr./Miss/Mrs. \_\_\_\_\_ is employed in this department since \_\_\_\_\_. He/she/holds a temporary/permanent/adhoc/contract/daily wages post under the Federal/Provincial/Semi Government/Government/Autonomous Corporation (strike out not applicable). His/her total continuous government service (Federal/Provincial is \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.

(5) The candidate has availed extraordinary leave for \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days and/or has availed study leave for \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days.

(6) There is nothing adverse in his/her performance evaluation report (PER)/annual confidential reports/ records, antecedents/character, which may render him/her ineligible/unsuitable for the post applied for.

(7) There is no disciplinary case pending against him/her in the Department/Organisation, where he /she is serving.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Registrar,  
Allama Iqbal Open University,  
Sector H-8, Islamabad

Designation and department with  
complete address (to be signed by head of  
the Department/Division/Ministry  
(Official stamp must be affixed)



**ORIGINAL**  
**ALLAMA IQBAL OPEN UNIVERSITY**  
**SECTOR H-8, ISLAMABAD**

**APPLICATION FORM**  
**(Administrative/Servicing Posts)**  
**(BPS-17 & above)**  
**(To be submitted in duplicate)**

Please affix  
Passport size  
Photograph  
here

Subject: **APPLICATION FOR THE POST OF** \_\_\_\_\_ **(BPS \_\_\_\_\_)**  
(If applied for Regions post, name of Regions must be written)

**A. PARTICULARS:**

1. Name in full (in block letters) \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date & Place of Birth: \_\_\_\_\_
4. Domicile (indicate district): \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
7. Marital Status: Married  Unmarried  8. Nationality: \_\_\_\_\_
9. Religion \_\_\_\_\_ 10. Bank Draft #. \_\_\_\_\_ Bank Branch \_\_\_\_\_ Dated \_\_\_\_\_
11. Present Employment (if any):  
(a) Post held: \_\_\_\_\_ (b) Organisation: \_\_\_\_\_  
(c) Pay Scale: \_\_\_\_\_ (d) Present Pay: \_\_\_\_\_
12. National Identity Card No. 

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**B. ACADEMIC QUALIFICATIONS: (please attach attested copies of all academic certificates/degrees)**

Name of Examination (Please Tick)	Division	Mark Percentages	Year	University/ Board	Major Subject
a) S.S.C					
b) HSSC					
c) B.A/ B.Sc./B.Com. (Hons Pass)					
d) M.A/M.Sc.					
e) M.Phil.					
f) Ph.D. (Specialization..)					
g) Any other					



## ELIGIBILITY CRITERIA FOR ADMINISTRATIVE / SERVICING POSTS

### (1) Research Associate BPS-17

**Qualification:** First Class Master's Degree or equivalent qualification, in the relevant field.

### (2) Director, Print Production Unit BPS-20

**Qualification:** 2<sup>nd</sup> Class Master's Degree with training in Printing & Graphic Arts or related discipline from a recognized Institution or equivalent qualifications.

**Experience:** Seventeen years experience in BPS-17 and above in Print Production/Publication and or/publishing in a government department, autonomous body or commercial concern of high repute with substantial administrative responsibility. Substantial experience of editorial responsibility in the preparation and production of a wide range of printed materials.

### (3) Additional Controller of Examinations BPS-19

**Qualification:** Second Class Master's Degree.

**Experience:** 13 years administrative experience in a University or other educational organization preferably in the Examinations Department, in BPS-17 or above.

### (4) Deputy Director, Academic Planning & Course Production BPS-19

**Qualification:** Masters Degree (at least in 2<sup>nd</sup> Class).

**Experience:** 13 years teaching/administrative experience in a government department, autonomous organisation, dealing with Academic/Economic Planning in BPS-17 or above. Experience of working in a research based institution desirable.

### (5) Senior Producer (Radio/TV) BPS-18

**Qualification:** Master's Degree.

**Experience:** Atleast 8 years experience as Producer in Radio/Television or equivalent post in the Audio-Visual centres of Education Department or other relevant organisation.

**Desirable:** (1) Experience of more than one medium (Radio, Television, Film).

(2) Experience in the production of educational programmes. (3) Published work (creative/research).

### (6) TV Engineer, BPS-17

**Qualification:** B.Sc Engineering, electronics or Physics or 03 years Diploma from a recognised Polytechnic Institute.

**Experience:** 05 years experience as Television Engineer, should have ample experience of Radio Technology as well. Experience relaxable in exceptional cases.

### (7) Director Information Communication Technology

**Qualification:** 1<sup>st</sup> Class Master's Degree in IT (applications), MIS, Network Engineering. Preference will be given to candidates with Ph.D in the relevant field from HEC recognized University.

**Experience:** 10 years of relevant successful managerial experience.

### (8) Director Planning & Development

**Qualification:** First Class Master's Degree in Business, Planning Management, Engineering. Preference will be given to candidates with Ph.D.

**Experience:** Record of 10 years successful managerial experience of Institutional Planning, Project Director in a University/Organization.

### (9) Director Security (BPS-19)

**Qualification:** First Class Master's Degree.

**Experience:** 13 years experience in the relevant field in a University or other organization in BPS-17 or above. The retired Military Officers of the rank of Major or above will be preferred