**General Instructions for Candidates**

1. **APPLICATION PROCEDURE**
2. The applicants are required to submit complete duly filled Application Form /Dossier with all attested educational documents/experience letters/Copy of CNIC/two passport size photographs/detailed CV and Original Bank Challan by the due date. Job application form is available at [www.ntu.edu.pk/downloads](http://www.ntu.edu.pk/downloads). Candidates applying for Professor and Associate Professor are also required to submit a soft copy of application/dossier in PDF format in DVD/CD with the application.
3. Manual/By hand receiving of Applications will not be entertained. Candidates have to send the application packet by post well in time at the following address to ensure its delivery within due time.

**Registrar, National Textile University, Sheikhupura Road, Faisalabad. 37610**

1. In case of any query candidates may contact at the numbers **041-9230081-85** at following extension:

Ext: **135** HR, OR by **e-mail on** [**hrm@ntu.edu.pk**](mailto:hrm@ntu.edu.pk)**.**

1. **Application Steps:**
2. Deposit Rs.2,000/- as Processing Fee in any branch of Allied Bank Limited (ABL) through Bank Challan Form available at NTU Website. No other mode of payment is acceptable.
3. Send the application in hard with attested copies of following documents within due date:

* **Original Bank Challan after fee submission in Bank**
* **Filled application form**
* Matric degree/transcript
* Intermediate degree/transcript,
* Bachelor’s degree/transcript
* Master’s degree/transcript
* M.Phil. degree/transcript
* Ph.D. degree/ transcript
* Post Doc. Letter/any other valid document
* Valid CNIC
* two passport size photographs
* Experience Certificates with exact dates/duration and proof of its being regular full-time paid job showing nature of job issued by an authorized officer of the concerned Govt. Department higher than the status of post applied for and in case of a Private Firm/ Organization, by the Chief Executive Officer (CEO)/ Director (HR/ Admin)/ Manager (HR) of the Firm/ Organization concerned with his CNIC No., address & Phone No.)
* Domicile Certificate,
* **Departmental Permission Certificate / No Objection Certificate (in case of Govt. Servants),**
* Any other relevant documents

**Candidates applying for Faculty posts are required to send following documents also is addition to above:**

* List of Research Publications ***(For TTS appointment Publications in Journals recognized by the Higher Education Commission (HEC), for the purpose of TTS appointment will be considered. For details you may visit “HEC Recognized Journals” on the website of the HEC:* http://www.hec.gov)**
  + - Print out of first page of research publication highlighting the name
    - Evidence of Books / Monographs written (if any)
    - First page of articles published in non-referred journals / magazines / newspapers, etc (if any)
    - Evidence of thesis / project supervised
    - Evidence of Research Grants (if any)
    - Evidence of any Award / Honors (if any)
    - Evidence of membership of learned societies (if any)

**Note: Applicants applying against Associate Professor & Professor must have to submit three sets of application in hard binding & one soft copy (CD in PDF format) also within due date. Anyhow, without online application hard and soft copies will not be entertained.**

1. The candidates who would not furnish the requisite documents within due date or furnish incorrect/incomplete information, **their candidature shall be liable to rejection.**
2. The candidates called for interview must bring their original documents & CNIC as per instruction of HR department of university.
3. Eligibility of the candidates in all respects shall be reckoned up to the closing date.
4. The candidates are advised to apply at the earliest without waiting for the closing date.
5. **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**
6. The prescribed educational qualifications **and valid registration with PEC, where applicable/requires** must have been acquired on or before the closing date for submission of applications.
7. Applications of candidates, whose result is not officially announced by the Controller of Examination of a Board/ University on or before the closing date, shall not be considered. Proof of the announcement of results (date, month and year) should be provided along with the requisite documents.
8. The eligibility of a candidate is governed by the Recruitment Rules of a post by the University.
9. Candidates who have foreign degree needs to submit the equivalence of a foreign degree issued by the concerned organization mandatorily with the other required documents with translation in Urdu/English.
10. ‘Post qualification experience’ means **the experience** gained in a regular full-time paid job acquired after **attaining the requisite/ minimum advertised qualifications.**
11. Period reckonable as post qualification experience is from date of commencement of experience which essentially must be after date of attaining the qualification (counted after the result of requisite qualification is officially announced by the Controller of Examinations of a Board/ University concerned) till the closing date.
12. The experience as part time, honorary/ **self-employed** and apprentice/ internee will **not be** considered/ counted as experience.
13. Any experience overlapping with another period of post qualification experience will not be admissible.
14. Subsequent changes in post qualification experience in the form of additional certificates furnished later will not be admissible (unless asked by the university).
15. **EVIDENCE OF DATE OF BIRTH**
16. Matriculation Certificate which clearly states the Date of Birth. **OR**
17. In case a candidate who possesses GCE ‘O’ level or equivalent certificate which does not contain the Date of Birth, the School Leaving Certificate along with Birth Certificate issued by the Hospital/Municipal Committee as an authentic proof of Date of Birth will be accepted. **OR**
18. Valid CNIC
19. **JOB PROCESSING FEE**
20. Candidates have to submit processing fee on prescribed challan form.
21. Application without processing fee would not be processed. Processing fee should be deposited in any ABL Branch through Bank Challan. Any other mode of payment would not be entertained.
22. **CITIZENSHIP/DOMICILE/REGIONAL RESERVED QUOTAS**
23. The candidate must be a citizen of Pakistan or a person deriving his/her nationality from the State of Jammu and Kashmir.
24. Candidate will submit an undertaking/declaration that he/she is not in possession of any other domicile certificate other than the one claimed in his Application for the aforesaid case/post at the time of interview.
25. A candidate who has married a person who is not a citizen of Pakistan shall not be eligible for appointment.
26. **DEPARTMENTAL PERMISSION CERTIFICATE**
27. Applicants working in Government/Semi Govt. organizations will have to apply through proper channel and must provide the Departmental Permission Certificate/NOC **along with the requisite documents/certificates** else he/she will not be interviewed. However, University may consider the advance copy, if clearly mentions in the application.
28. Candidate(s) who may have/had left Government service **must** submit certificates/evidence from their previous employers for acceptance of their resignation or termination of their appointments, as the case may be **along with requisite documents**.
29. **REJECTION OF APPLICATION**

An application will be rejected on any of the following grounds:

1. Application **not** received **on or before** the closing date.
2. No proof of Educational Qualification.
3. Lack of Educational criteria on the closing date as the result was not declared/announced up to the closing date.
4. Qualification is not relevant.
5. Experience is not relevant as per post requirement.
6. Post qualification experience is short.
7. No proof of experience.
8. Do not possess required/advertised experience.
9. Relevant/countable experience is short.
10. Departmental Permission Certificate has been refused.
11. Some relevant column of the **Application** left blank.
12. **INTERVIEWS**
13. Interviews of the shortlisted candidates (as per merit) will be conducted at NTU Faisalabad Campus. Video link/skype interviews from Karachi campus may be entertained only in specific cases after approval from the Competent Authority.
14. In case of online interview, university will not be liable to any issues which may be evolved due to internet connectivity.
15. **POST INTERVIEW:**

Only selected candidates will be informed by the university.

1. **STANDARD OPERATION PROCEDURES DUE TO COVID -19**

* Do not visit university to submit your application in person. In case of any problem/issue contact at the given numbers or **preferably drop E mail** at:

**E mail:** [**hrm@ntu.edu.pk**](mailto:hrm@ntu.edu.pk)**.**

***GOOD LUCK***  ­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**