NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

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How to Apply?

Download Job Application Form / Dossier Form and Challan Form from NTU Website

Deposit Fee through Challan Form or Deposit in University Account in any Online Branch of NBP

Fill Application Form / Dossier Form

Attach duly attested copies of CNIC, Domcilie, photograph, degrees / certificates, experience Ceriftifcate, NOC (if applicable) & any other relevant document

Attach Original Challan Form (University Copy) at the top of the Job Application Form / Dossier Form or In case of Online transfer attach Receipt

Dispatch / Submit application in sealed envolope to Registrar Office, 2nd Floor, National Textile University, Sheikhupura Road, Faisalabad

NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

General Instructions for Candidates

A. APPLICATION PROCEDURE

1. Candidate will have to apply by downloading the application form available at NTU website**.** Submit duly signed filled application form along with all attested documents in Registrar Office (HR Section) or send by post / courier before closing date at **Registrar Office, National Textile University, Sheikhupura Road, Faisalabad. 37610, Tel. No. 041-9230081-85 Ext. 135. Applications received after due date will not be entertained.**

2. Submit the application processing fee in any online branch of National Bank of Pakistan (NBP) *(operating online)* through Bank Challan Form available at NTU Website or online transfer to NBP account number **08893071040037** as per below detail:

   - For posts of BPS-20 to BPS-21 = **Rs.4,000/-**
   - For posts of BPS-17 to BPS-19 = **Rs.2,000/-**
   - For Posts of BPS-05 to BPS 16 = **Rs.1,000/-**
   - For Posts of BPS-01 to BPS-04 = **Rs.250/-**

3. Send the application in hard with **attested copies** *(must be readable)* of following duly attested documents within due date, positively:
   - **Original Bank Challan / Online Fund Transfer Receipt (by mentioning candidate name and post name) after fee submission in any online branch of National Bank of Pakistan (NBP).**
   - Duly Fille and Signed Application form
   - Matric degree/transcript
   - Intermediate degree/transcript,
   - Bachelor's degree/transcript
   - Master's degree/transcript
   - M.Phil. degree/transcript
   - Valid CNIC
   - Passport size photograph's
   - Valid Experience Certificates with exact dates/duration and proof of its being regular full-time paid job showing nature of job/ detailed job description issued by an authorized officer of the concerned Govt. Department and in case of a Private Firm/ Organization, by the Chief Executive Officer (CEO)/ Director (HR/ Admin)/ Manager (HR) of the Firm/ Organization concerned on letter head showing address & Phone No.
   - Domicile Certificate,
   - Departmental Permission Certificate / NOC (in case of Govt. Servants) showing detail regarding pending Inquiry, disciplinary proceedings or Financial liability towards that institution (if any).
   - Brief CV
   - Any other valid relevant document
   - **Mark page # on the application / documents as whole after completing the set and affix your signatures.**
4. The candidates who would not furnish the requisite documents within due date or furnish incorrect/incomplete/Illegible/false information, **their candidature shall be liable to rejection.**

5. The University may arrange written/professional test against any post as per policy.
6. In case of written/professional test the candidates will be informed by the University through SMS, E mail only. Therefore, the candidates need to provide accurate mobile number and E-mail address. Any such news may also be updated on NTU website (if necessary). The candidates are advised to frequently visit the website.
7. It will be mandatory for the candidates to produce original CNIC, and print of E mail / SMS at the time of test/interview.
8. The candidates called for interview must bring their original documents or any other document as will be informed before interview.
9. **Eligibility of the candidates in all respects shall be reckoned up to the closing date**.
10. The candidates are advised to apply at the earliest without waiting for the closing date.

B. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. The prescribed educational qualifications **and valid registration with PEC/Any other relevant body, where applicable/required,** must have been acquired on or before the closing date for submission of applications.

2. 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.

3. The eligibility of a candidate shall be governed by the Recruitment Rules of the University.

4. The Candidates who have foreign degrees need to submit the equivalence of a foreign degree issued by the concerned organization / Authority mandatorily with the other required documents with translation in Urdu/English.

5. 'Post Qualification Experience' means **the experience** gained in a regular full-time paid job acquired after **attaining the requisite/ minimum advertised qualifications.** 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 officially announced by the Controller of Examinations of a Board/ University concerned) till the closing date.

6. The experience as part time, honorary/ **self-employed** and apprentice/ internee will **not be** considered/ counted as experience.

7. Any experience overlapping with another period of post qualification experience will not be entertained.

8. Subsequent changes in post qualification experience in the form of **additional certificates furnished later will not be considered.**

C. EVIDENCE OF DATE OF BIRTH

i. Matriculation Certificate which clearly states the Date of Birth. **OR**

ii. 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**

iii. Valid CNIC

D. CALCULATION OF AGE

The cutoff date for calculation of age is the **closing date** for submission of applications as given in the advertisement.

E. AGE RELAXATION IN UPPER AGE LIMIT

As per Govt. / University applicable Rules.

F. JOB PROCESSING FEE

1. Candidates have to submit Job processing fee on prescribed challan form or online transfer to National Bank of Pakistan (NBP) account number **08893071040037**as per below detail:

1.	For posts of BPS-20 to BPS-21	= **Rs.4,000/-**
2.	For posts of BPS-17 to BPS-19	= **Rs.2,000/-**
3.	For Posts of BPS-05 to BPS 16	= **Rs.1,000/-**
4.	For Posts of BPS-01 to BPS-04	= **Rs.250/-**

2. **Applications without a processing fee will not be entertained.** Processing fee should be deposited in any online branch of National Bank of Pakistan (NBP) through Bank Challan. Any other mode of payment would not be entertained.

G. CITIZENSHIP / DOMICILE / REGIONAL RESERVED QUOTAS

i. The candidate must be a citizen of Pakistan or a person deriving his/her nationality from the State of Azad Jammu and Kashmir (AJK).

ii. Seats earmarked for prescribed provincial/regional quotas will be allocated to candidates as advertised based on the domicile certificate issued by the valid competent authority in accordance with the law and the rules.

iii. The provincial / regional / other quotas will be observed as advertised. Therefore, candidates possessing the required domicile will only be considered for appointment.

iv. Candidates applying against Disable Quota must attach valid evidence issued by the relevant authorities.

v. Posts reserved to be filled on open merit shall be opened to all applicants irrespective of their domicile along with women, disable and minorities.

vi. Sindh (Urban) domicile refers only to the city areas of **Karachi, Hyderabad and Sukkur.** Cantonment areas are considered as being a part of the city. The areas under the jurisdiction of the District Councils of these districts and the rest of Sindh are Sindh Rural Areas.

H. DEPARTMENTAL PERMISSION CERTIFICATE / NOC

i. Applicants working in Government / Semi Govt. organizations / Autonomous Bodies will have to apply through proper channel and must provide the Departmental Permission Certificate / No Objection Certificate (NOC) along with the requisite documents/certificates. However, Advance copy may be entertained. Provision of NOC after sending the advance copy within **10 days** from closing date is mandatory.

ii. Candidate(s) who may have/had left Government service, must submit acceptance of their resignation or termination of their appointments, as the case may be **along with requisite documents**.

I. REJECTION OF APPLICATION

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

i. Application not forwarded / submitted within due date.
ii. Application form not signed by candidate
iii. Underage / Overage / No proof of age
iv. Do not possess required domicile.
v. No / incomplete proof of Educational Qualification.
vi. Not meeting the advertised requisite criteria on the closing date.
vii. Irrelevant Qualification.
viii. Irrelevant Experience as per post requirement.
ix. Post qualification / relevant experience is short.
x. No proof of experience.
xi. Departmental Permission Certificate not furnished within given time.
xii. No proof attached of fee submission

J. SCREEINING / PROFESSIONAL TEST *(if required)* / DEMOSTRATION:

i. Written / professional / screening test may be conducted if needed. (Only eligible candidates will be informed / contacted). (*In case recruitment test is conducted through a third-party testing agency, a prescribed test fee may be charged to shortlisted candidates).*

ii. If the candidate is found ineligible at any later stage, his/her candidature will be cancelled irrespective of the fact whether they have appeared in the written /screening

test/demo/presentation or even qualified therein. The Shortlisted candidates against the posts of Assistant Professor / Lecturer will have to submit demonstration.

iii. If a candidate fails to appear in the written / screening / professional test / demo / presentation on scheduled date & time for any reason, the test will not be conducted again.

iv. The university will determine the number of candidates to be interviewed according to the merit as per university policy.

K. INTERVIEWS

i. Interviews of the shortlisted candidates (as per merit) will be conducted at NTU Faisalabad Campus. Online interviews can be conducted on request.

ii. In person interview is highly recommended / desirable. In case of online interview (subject to approval by Competent Authority), university will not be liable to any issues which may be evolved due to internet connectivity.

L. POST INTERVIEW:

Only selected candidates will be informed. The University reserves the right to determine the mode of appointment and may offer either type of contract to a selected candidate, irrespective of the contract type initially advertised. The terms and conditions of appointment, including the applicable salary package and contract tenure, shall be determined by the University in accordance with its rules and policies. Existing Employees of NTU, who are already working on BPS regular, may be considered for BPS regular appointment after open competition subject to approval by the Competent Authority/forum and availability of regular vacant post in the concerned department. The post/s advertised on only lumpsum contract shall be treated accordingly.

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