**APPLICATION FOR THE POSITION OF**

Affix the latest passport size Photo

**Executive Director-Institute of Business Administration, Karachi**

(Applicant is requested to type the information in the following format, and can add more lines in the format wherever required.)

1. **General Information of Applicant:**

|  |  |
| --- | --- |
| Name  (In Capital Letters) |  |
| Date of Birth  (Day/Month/Year) |  |
| Domicile |  |
| Correspondence Address |  |
| Phone No. | Mobile No.  Landline No. |
| Email (i)  (ii) |  |

1. **Present Position:**

|  |  |  |
| --- | --- | --- |
| a. | Designation |  |
| b. | Organisation |  |
| c. | Pay Scale |  |
| d. | Date of appointment to the present post |  |
| e. | Total Experience (In Years and months) |  |

1. **Details of experience possessed as per eligibility criteria:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Post held | Pay Scale | Organisation | Nature of Duties | Experience  (In years & Months) |
|  |  |  |  |  |  |
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1. **Educational Qualification (In chronological order from latest to Graduation level):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Qualification | University | Year | Subject(s)/ Topic(s) | % Achieved | Distinctions etc. |
|  |  |  |  |  |  |  |

1. **Administrative Experience/Post(s) & Responsibilities held:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Post | Academic Position held | Organisation/University | Duration | | Experience (In Years & Months) |
| From (Date) | To  (Date) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

6 (a) **Academic/Teaching Experience & responsibilities (In chronological order from latest to oldest):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  No | Post | Organisation/  University | Duration | | Experience (In Years and Months) |
| From (Date) | To (Date) |
|  |  |  |  |  |  |
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6 (b) **Participation and contribution in relevant areas of higher education:**

|  |  |  |
| --- | --- | --- |
|  | Organisation | Areas of specialization |
| Visiting Professor |  |  |
| Resource Person |  |  |
| Others (Specify) |  |  |

6 (c) **Involvement with formulation of academic programmes:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.  No. | Nomenclature of Innovative Academic Programmes formulated | Date of Approval By Academic Council | Year of Introduction |
|  |  |  |  |

6 (d) **Important MoUs formulated/created for Academic collaborations**:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | MoUs formulated/created | Name of Agencies/Departments involved | Year of MoU |
|  |  |  |  |

6 (e) **Position of Chairs:**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Chair | Name of Agencies/Departments involved | Period of holding the Chair |
|  |  |  |  |

1. **International academic Exposure, if any:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No | Post/  Assignment | Organisation/  University | Area of Assignment | Duration | | In Years &Months |
| From | To |
|  |  |  |  |  |  |  |

1. **Scholarly achievements**:
2. **Contribution to Journals and Books including electronic:**

|  |  |
| --- | --- |
|  | Details |
| Books authored |  |
| Editor in Chief |  |
| Editorships |  |
| Peer reviewer for journals |  |
| Member of the International Advisory Board |  |
| Others (specify) |  |

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1. **Publications:**

**B.I.** Kindly provide list of scholarly publications in recognised professional and/or academic journals:

Total publications: ....................

Attach the list as per the format given below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Date | Title | Name of Journal | Refereed journal or not | Number of Citations | Impact factor, if available |
|  |  |  |  |  |  |  |

**B.II**. List of articles in popular magazines or newspapers or popular talks in TV/Radio

Total Articles/Shows: ....................

Attach the list as per the format given below

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Date | Title | Name of Magazine/ Newspaper |
|  |  |  |  |

1. **Participation and scholarly presentations in conferences**:

**C.I.** National

Total Conferences number\_\_\_\_\_\_\_\_

Attach the list as per the format given below

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Date | Title of Conference or Institution | Title/Subject of presentation (if made) |
|  |  |  |  |

**C.II**. International

Total Conferences number\_\_\_\_\_\_\_\_

Attach the list as per the format given below

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Date | Title of Conference or Institution | Title/Subject of presentation (if made) |
|  |  |  |  |
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1. **Participation and contribution in National/International Fora in the area of your academic and professional expertise**

|  |  |  |
| --- | --- | --- |
|  |  | Numbers |
| Plenary lectures/Invited talks | International |  |
| National |  |
| Congresses attended | International |  |
| National |  |
| Examiner ship etc.(Doctoral & others) | International |  |
| National |  |
| Others (Specify) | International |  |
| National |  |

1. **Research Projects :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.  No. | Client/Organisation’s name | Nature of project | Duration of project | Amount of grant (Rupees) |
|  |  |  |  |  |

1. **Consultancy experience:**

List key consultancy assignments undertaken:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Client/Organisation’s name | Nature of assignment | Duration of assignment | Amount of Grant |
|  |  |  |  |  |

1. **Honours/Awards & Fellowships for outstanding work:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Name of Award/Fellowship etc. | Elected/  Honorary Fellow | Awarded by | Year of Award |
|  |  |  |  |  |

1. **No. of Doctoral Research Scholars successfully guided:**

|  |  |
| --- | --- |
| Name of the Programme | Awarded(No.) (Under-progress not be included) |
|  |  |

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1. **Strengths (in 100 words)**

|  |
| --- |
|  |

1. **Your vision for the University (up to 500 Words)**

|  |
| --- |
|  |

1. **Information relating to any pending or disposed off enquires and litigations concerning the candidate in the recent times (in the last ten years)**

|  |
| --- |
|  |

1. **Additional information, if any**
2. **Details of Referees, if any**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Referee | Post Held by Referee | Email | Phone no. | Mobile |
|  |  |  |  |  |  |

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Vice-Chancellor or as per Act/Statutes etc. and other applicable rules.

Place:

Date: (Signature of the Applicant)

Note : Total No. of pages (A-4 size) of the application should not exceed 10 pages.