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|  | **COMSATS University Islamabad** | Photograph |

**APPLICATION FOR THE POST OF**

**(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

[Please mention only one position and fill the form by typing out]

1. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **CNIC Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Domicile (Province)** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Nationality other than Pakistan (If any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Present Position** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **Contact Numbers Land Line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **Correspondence Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **Date of Birth** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd-mm-yyyy)**
11. **Total age on last date of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd-mm-yyyy)**
12. **PhD Qualification Details:**

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| --- | --- | --- |
| **Name of Foreign Country** | **Foreign** | **Pakistan** |
|  |
| **Name of University** |  |  |
| **Recent QS ranking of University** |  |  |
| **Field of PhD Degree program** |  |  |

1. **Publications Details** (Attach updated list of publications with complete details):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Publications Numbers** | | | | |
| **Impact Factor** | **Peer reviewed** **listed in ISI Web of Science, Scopus** | **HEC recognized Journal** | **Books/ Book Chapters** | **Total** |
|  |  |  |  |  |

1. **Professional & Leadership Experience Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic, Research or Management Leadership Position in Teaching/ Research Institutions** | | | |
| **Position/ Designation** | **From**  **(**dd-mm-yyyy) | **To**  (dd-mm-yyyy) | **Total**  (Years-Months-Days) |
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| **Leadership Position in a Large Public or Private Sector Organization** | | | |
| **Position/ Designation** | **From**  **(**dd-mm-yyyy) | **To**  (dd-mm-yyyy) | **Total**  (Years-Months-Days) |
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| **International Teaching/ Research/ Management Position in an International Organization** | | | |
| **Position/ Designation** | **From**  **(**dd-mm-yyyy) | **To**  (dd-mm-yyyy) | **Total**  (Years-Months-Days) |
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**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*SELF ASSESSMENT BY THE APPLICANT IN ACCORDANCE WITH APPOINTMENT AND SHORTLISTING GUIDELINES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | | | **Max Points** | **How many points should be awarded to you?** | **Please provide justification/ reason** | |
| 1. **Academic Qualification = (30 Points)** | | | | | | |
| **PhD** | * **30** Points for having PhD degree from the Top 100 QS Ranked Universities of the World * **28** Points for having PhD degree from the Top 101-300 QS Ranked Universities of the World * **26** Points for having PhD degree from the Top 301-500 QS Ranked Universities of the World * **24** Points for having PhD degree from an HEC recognized University other than Top 500 QS Ranked Universities of the World   **Note:** For allocating the points for PhD degree, the most recent, publicly available QS ranking will be referred to. | | **30** |  |  | |
| 1. **Professional & Leadership Experience = (40 Points)** | | | | | | |
| Points for Experience will be allocated for anyone or a combination of the following three categories, as the case may be:   1. Experience in a senior academic, research or management leadership position in teaching/ research institutions 2. Experience in a senior leadership position in a large public or private sector Organization 3. International exposure of working (teaching/ research/ management) in an International Organization   (International organizations will be those having International membership, scope and presence). | | * **3 points** for every year in a full-time senior leadership position including Rector/ VC, Pro-VC, Dean or equivalent position * **2 points** for every year in a full-time position as Chairperson/ Head of Department/ Director of University Department/ Center, Registrar, Treasurer, Controller of Examinations, Principal of a constituent College, University Professor or equivalent position. * **3 points** for every year in a full-time senior leadership position such as CEO, DG or equivalent 1st tier position. * **2 points** for every year as Director CTO, CFO, COO or equivalent 2nd tier position * **3 points** for every year in a full-time leadership position in International Organization * **2 points** for every year in a full-time teaching/ research position after PhD, in Top 300 QS Ranked Universities of the World | **40** |  | |  |
| 1. **PUBLICATIONS (30 Points)** | | | | | | |
| Research Publications, Articles, Conference Proceedings, Books/ Book Chapters/ Patents | | * **2 points** for each research paper/ article/ conference proceeding in peer reviewed journal listed in ISI Web of Science, Scopus, or HEC recognized foreign or local journal * **1 point** per Book Chapter and **3 points** per Book published by International academic publisher of repute, listed on the SENSE ranking of academic publishers * **1 point** per Book Chapter and **2 points** per Book published by National academic publisher of repute as recognized by HEC * **2 points** per patent granted as confirmed by respective National patent office. | **30** |  | |  |
| **TOTAL POINTS** | | | **100** |  | | **NA** |

**\*Disclaimer:**

The self-assessment points are only for indicative purposes. Only the points awarded by the Search Committee constituted for the appointment of Pro-Rector(s), /Campus Director(s) in accordance with the notified criteria and guidelines, shall be valid and final.

**Shortlisting and Qualifying Points for interview/ assessment** = **100** (30+40+30)

For short-listing and qualifying for interview/ assessment by the Search committee, securing minimum of 75% marks (75 points out of 100) will be mandatory.

The qualifying points obtained during the short-listing process will carry 50% weightage in the total points (Overall Merit).

**Note:**

1. Only full-time teaching/ research/ administrative/ management experience will be considered. No points for Additional Charge will be allocated while calculating experience.
2. In case of overlapping experience with in B(a), (b) and (c), the highest score in any category will be counted towards determining the merit of candidates.
3. Equivalent position will be decided by the Search Committee on a case-to-case basis
4. The Search Committee will determine the validity of Research Publications/ Articles; Books/ Book Chapters. The Search Committee may decide to appoint a Technical Review Committee for this purpose. Candidates will provide undertaking that points being claimed for a Research Article, Publication, Conference Proceeding are not being additionally claimed for a book/ book chapter or vice versa.

**CHECKLIST OF DOCUMENTS ATTACHED:**

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| --- | --- | --- |
| **Sr. No.** | **Details of attached Documents** | **(Yes/No)** |
|  | Present Employer’s No Objection Certificate, if applicable |  |
|  | Certified Copies of all educational certificates / degrees |  |
|  | Certified copies of all certificates of working at senior academic, research or management leadership positions in teaching/ research institutions clearly stating duration of each position |  |
|  | Certified copies of all certificates of working at senior leadership position in a large public or private sector Organization clearly stating duration of each position |  |
|  | Certified copies of all certificates of teaching/ research/ management positions in an International Organization clearly stating duration of each position |  |
|  | Certified Profile of International organizations having International membership, scope and presence, if applicable. |  |
|  | Updated Curriculum Vitae highlighting all elements of eligibility criteria and personal attributes/ achievements |  |
|  | List of research publications. |  |
|  | Certified copies of first page/ index of research journals/ relevant page(s) of Research Publications, Articles, Conference Proceedings, Books, Book Chapters, Patents |  |
|  | Undertaking that points being claimed for Research Publications, Articles, Conference Proceedings, Patents are not being additionally claimed for a book / book chapter or vice versa |  |
|  | Three recent passport size photographs |  |

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**