

## Application for Employment in Confucius Institute, PU

Sr. No	Description	Details		
1	<b>Name</b>			<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: auto;">           Attach Passport Size Picture         </div>
2	<b>Father's Name</b>			
3	<b>CNIC/Passport No</b>			
4	<b>Date of Birth</b>			
5	<b>Post Applying for</b>			
6	<b>Previous post</b>			
7	<b>Place of Previous posting</b>			
8	<b>Experience</b>			
9	<b>Contact No.</b>		<b>Email:</b>	
9	<b>Education</b> (Recent to previous in order)	<b>Degree &amp; Subject</b>	<b>Completion Year</b>	<b>Marks/CGPA</b>
10	<b>Job Experience</b>	<b>Post Title</b>	<b>Company Name</b>	<b>Duration (From – To)</b>
11	<b>More information</b> (That could help you to get this job)			

**List of documents attached:**

<b>Sr. No.</b>	<b>Document</b>	<b>Qty.</b>
1	Passport Size pictures	
2	Educational Documents (Matriculation to Higher study)	
3	Domicile	
4	Experience Letter	
5	Certification If any	
6	Any other related document	

I solemnly declare that the information given in the form is correct. In case, any part of the given information is found wrong, I shall be liable to disciplinary action and dismissal from service.

**Applicant Signature**

**Date:** \_\_\_\_\_

- (1) The application form must be filled in and signed by the applicant.
- (2) Fill up the application form in block letters.
- (3) Each question should be answered clearly and completely.

Additional sheets may be used if necessary.

- (4) The application must be accompanied with photocopies of all of the relevant certificates/ testimonials and three Passport size photographs.
- (5) The application form complete in all respects should be submitted to the office of the Director, Confucius Institute. Not later than the due date. Incomplete applications form or those received after the due date will not be entertained.
- (6) In service applicants should submit their applications through Proper channel. Otherwise his application may not be entertained.
- (7) Canvassing in any form will disqualify.
- (8) The Confucius Institute, University of the Punjab reserved the right not to fill any vacancy without assigning any reason or may consider a person for appointment in a lower cadre against the post advertised.

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**For Office Use Only**

**Job Type:** Office Incharge (Male Only)

**No. of Posts:** - 1

**Department:** Confucius Institute, University of the Punjab, Lahore

Applications are invited from Pakistani nationals on purely contract basis for a post of Office Incharge in Confucius Institute, PU working under the Jiangxi University of Science and Technology, China and University of the Punjab, Lahore initially for a period of One year (extendable) with following eligibility criteria and preferable experience.

#### Requirement

S. No	Name of Post	Minimum Qualification/Requirement
1.	<b>Office Incharge (Male Only) (01)</b> with a consolidated salary of 70,000 PKR per month.	<ul style="list-style-type: none"><li>• Should have finished MS/M.Phil in (any discipline) degree not before January 2018</li><li>• Should have more than 3 years of working experience after BS in any of Confucius Institute in Pakistan.</li><li>• Should know Chinese language (minimum Level 2).</li><li>• Have an experience of leading at least one international tour to China.</li><li>• Have experienced in dealing scholarship in China</li><li>• Should have administrative qualities</li><li>• Should know MS office, Excel, Power point and Graphic designing software.</li></ul>

#### Criteria

##### Terms and Conditions

- The candidates should have a demonstrated no less than three years' experience of working with any of Confucius Institute in Pakistan.
- The candidates who have experienced of leading at least one of international tour to China will be preferred.
- All government employees should apply through proper channel.
- All the interested applicants should submit their applications through courier on the mentioned address. (direct application will not be accepted)  
(Download job application form website. [www.pu.edu.pk/cipu](http://www.pu.edu.pk/cipu)) and send the filled application form along with related documents to undersign till 07-06-2021 during office working hour. Applications submitted within due date and time, the hard copy will only be entertained.
- Only short-listed candidates will be called for interview.
- No TA/DA for the interview will be admissible.  
Address: Confucius Institute, Cluster Center, Quaid e Azam Campus, University of the Punjab, Lahore. (Send in name of **Director Confucius Institute**)

#### Closing Date

07-06-2021