



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

EXAMINATION VENUE STAFF APPLICATION FORM

Please check all applicable options you would like to offer your services for

- Theory Examination Centre Supervisor Invigilator CCTV Monitor Practical Examination Inspector Exam Venue Spot Checker

Eligibility Criteria:

- In order to qualify as an AKU-EB Examination Venue Staff, one must:
 - be a graduate;
 - have at least 25 years of age;
 - be able to speak and understand English and Urdu languages;
- Preference will be given to candidates *having excellent management and administration skills* and who are able to provide their services for the entire examination period.

Only shortlisted candidates will be interviewed; successful candidates will be invited to attend an orientation session before the commencement of the examination session. *Attending orientation session(s) for examination venue staff is compulsory.*

Personal Details:

Name: _____
Residential Address: _____
Telephone / Cell #: _____ Email: _____
Date of Birth: _____ CNIC # _____

Attach your recent passport size photograph

(Attach a copy of valid CNIC, without CNIC copy, form will not be accepted)

Bank Name: _____ Branch Code: _____
Branch Name: _____ IBAN: _____

(Payment for examination duties will be processed only through valid bank account and providing IBAN is mandatory)

Have you previously worked with AKU-EB as Examination Venue Staff?

Yes No If yes, please mention details (for last two examination sessions):

AKU-EB Examination Centre	Worked As	Examination Session (Year)

Professional Work Experience:

Organization	Position Held	Work Period (From----To)

Examination Venue Duty Experience with other organizations:

Organization	Worked As	Work Period (From----To)

Educational Qualifications:

Qualification	Institution	Year of Passing

References:

Kindly provide the contact details of any **two** academic/professional references (*this is a mandatory requirement*):

	(1)	(2)
Name:	_____	_____
Designation:	_____	_____
Organization:	_____	_____
Address:	_____	_____
Telephone:	_____	_____
Email:	_____	_____

Examination Duration:

Our timetable is divided into two sessions: AM & PM. The duration of each paper varies from two hours to a maximum of three and a half hours. All exam venue staff are required to be present in the examination hall at least one hour prior to the start time of the exam and 30 minutes after the end of the exam.

Schedule for Annual Examinations 2020 will be as follow:

SSC Practical Examinations: Monday, March 30, 2020 to Saturday, April 04, 2020
 HSSC Practical Examinations: Monday, April 06, 2020 to Saturday, April 11, 2020
 SSC and HSSC Theory Examinations: Thursday, April 09 to Thursday, May 07, 2020
 (examinations in only AM shift from April 24 to May 07, 2020)

Please indicate your availability, for our next examination session, by checking the boxes below:

- AM session (09.30 AM – 12.30 PM) PM session (02.30 PM – 05.30 PM) Both

Examination Centres:

We require invigilators in the following cities. Please check the city in which you would like to offer your services:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Chenab Nagar | <input type="checkbox"/> Ghizer – Barkolti | <input type="checkbox"/> Gilgit – City / Danyore | <input type="checkbox"/> Khairpur |
| <input type="checkbox"/> Chitral – Booni | <input type="checkbox"/> Ghizer – Chatorkhand | <input type="checkbox"/> Gilgit – Rahimabad | <input type="checkbox"/> Lahore |
| <input type="checkbox"/> Chitral – Kuragh | <input type="checkbox"/> Ghizer – Gahkuch | <input type="checkbox"/> Hunza – Gulmit | <input type="checkbox"/> Larkana |
| <input type="checkbox"/> Chitral – Royee | <input type="checkbox"/> Ghizer – Mominabad | <input type="checkbox"/> Hunza – Murtazabad | <input type="checkbox"/> Naushahro Feroze |
| <input type="checkbox"/> Chitral – Seenlasht | <input type="checkbox"/> Ghizer – Sandi | <input type="checkbox"/> Hunza – Karimabad | <input type="checkbox"/> Shikarpur |
| <input type="checkbox"/> Chitral – Susoom | <input type="checkbox"/> Ghizer – Sherqilla | <input type="checkbox"/> Hyderabad | <input type="checkbox"/> Sukkur |
| <input type="checkbox"/> Dadu | <input type="checkbox"/> Ghizer – Singal | <input type="checkbox"/> Jacobabad | <input type="checkbox"/> Tando Allahyar |
| <input type="checkbox"/> Daharki | <input type="checkbox"/> Ghotki | <input type="checkbox"/> Karachi | <input type="checkbox"/> Ubauro |

Mailing Address:

Complete application form to be sent to one of the following addresses:

The Aga Khan University Examination Board Block - C, IED-PDC, 1-5/ B-VII, Federal B. Area, Karimabad, P.O. Box: 13688, Karachi-75950 Tel: (021) 3682 7011-8 Email: examination.board@aku.edu	(Address for Gilgit-Baltistan and Chitral applicants) The Aga Khan University Examination Board Gilgit Liaison Office, PDCN, University Road, Konodass, Gilgit Tel: (05811) 454132-34
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Disclaimer:

Aga Khan University Examination Board (AKU-EB) shall take necessary measures to ensure examinations and other activities are conducted as scheduled; however, in case of any disruption caused by circumstances beyond its control, AKU-EB reserves the right to cancel, postpone and/or delay the said examinations/activities, and reschedule them in a manner that AKU-EB may deem appropriate. That, except to the extent of rescheduling of examination/activities, AKU-EB shall not be liable in any manner for not holding the examinations/activities as scheduled for the reasons stated above.

I, _____, have read and understood the information set out in this form and all the details provided by me are truthful and accurate. I agree to abide by the terms of reference for examination venue staff made available by AKU-EB. **Furthermore, I shall report to the concerned authority in AKU-EB if any of my close relatives or associates is appearing in the current examinations.**

Signature: _____ Date: _____