

**Dr. A.Q. Khan School & College, Bahria Town, Phase 8, Islamabad**  
(Assessment Proforma)

**Personal Information**

1. a. Name: Fauzia Sikandar b. Father's Name: Sikandar Hayat  
 c. DOB: 15-6-1969 d. Marital Status: \_\_\_\_\_  
 e. Home Address: House no: 1050 St: 8 Overseas - 6 Bahria Town Ph: 8  
 f. CNIC: 3310446453682-4 g. Marital Status: \_\_\_\_\_  
 h. Present Address: H.no 1050: St: 8 Overseas - 6 Bahria Town Ph: 8  
 i. Contact No. 0333-9930648 j. Email: Fauzia.2014@gmail.com

**Academic Background:**

Ser	Qual	Subj	Institution	Bd / University	Passing Year	CGPA / Grade / Div
a.	SSC	Science	Presentation convent high school	Sargodha.	1985	A.
b.	HSSC / <u>Pre-med Fsc.</u>	<u>Pre-med Fsc.</u>	ICGFC/2	FBSIE	1987	1st div
c.	BA / BS	English Lit.	Government College for women Sgd	Punjab University	1992	2nd div
d.	MA/M.Sc/MS / M.Phil	English Literature	Government College for Boys Sgd	Punjab University	1995	2nd div
e.	B.Ed/M.Ed					
f.	Any other	English language & Teaching	Kinnaird college for women	University of Kinnaird college	2007-2009	A grade

**Teaching Experience**

Ser	Institution	Subject	Classes Taught	Duration		Total
				From	To	
a.	Lecturer in Lawrence College Ahara Crail	English	6-7	2000	2008	8 years
b.	Beacon House Nurstee school system	English	7-8	2002	2010	8 years
c.	Kohinoor Grammar school Fsd	English	0 level	1999	2000	2 year
d.	Lecturer at Government College for girls Fsd	English	1 <sup>st</sup> year	2000-2001	2001	One year

Note: Attach attested copies of all degrees / certificates.  
 Last salary drawn: 60k Expected Salary 60k Signature: Fauzia Date: 18/5/2023

**4. For Estb Branch**

- a. Teacher is required for the subj of English in Preschool Wing/ Primary Wing Middle Wing / Senior Wing (Boys / Girls).  
 b. The teacher is required as: New Hiring or replacement of New Hiring who left / resigned / terminated/ shifted to \_\_\_\_\_ on \_\_\_\_\_.

**5. For Principal.**

- a. Negotiated salary: Rs. 45000 b. Joining Date: 23-05-2023  
 c. Further Terms and conditions of employment are as under: -  
 - one year probation period.  
 - Free Pick & drop service.  
 - Annual increments w.e.f Sep 2024,  
extend to per College Policy

Principal  
 Brig (Retd)  
 (Dr Muhammad Hanif, SI (M))

Dated: 22/5/2023

Note: Faculty met with VCE chief's visit in college on 23-5-2023.



# Dr. A. Q. Khan School & College

## Bahria Town, Phase 8, Islamabad, Pakistan

No: DAQKS&C/Estb/Emp/2023

To: Fauzia Sikandar  
House No. 1050, Street No. 8, Overseas 6  
Bahria Town Phase 8, Rawalpindi

Subject: Employment Offer

With reference to your CV / application and successive interview / demonstration, I am pleased to offer you employment under the terms of service described in the following paragraphs:-

- Designation : Teacher (English)
- Salary : Rs. 45,000/- pm (Annual increments wef Sep 2024 as per policy)
- Joining Date : May 23, 2023
- Free pick & drop facility will be provided on designated routes of College Transport.
- Provident Fund

- (1) Employee's share - 10 % of basic pay (50 % of gross salary is basic pay).
- (2) Institutional share - Equal to employee's share

Note: Institutional share will be payable @ 50 % after a minimum service of 3 years, @ 75 % after 4 years of service, and @ 100 % after 5 years of service.

- You will be on probation for a period of one year. First three months of probation period are considered as trial period during which your employment can be terminated without any notice.
- On successful completion of probationary period of one year, you will be confirmed as a regular employee and thereafter your employment may only be terminated on 30 days' notice or 30 days salary in lieu thereof from either side. However, no notice will be given by the institutions nor any salary in lieu be paid in the event of termination of services on disciplinary grounds / misconduct.
- You will be entitled to summer & winter vacations salary after completion of one year of satisfactory service. Absence without prior approval / intimation will be considered as an act of indiscipline and leave without salary.
- You will be bound to follow all rules and regulations of this institution in vogue in true letter and spirit at the time of your appointment or promulgated / amended subsequently as and when deemed necessary by the institution.



Dated: \_\_\_ May 2023

(Dr. Muhammad Hanif, SI (M))  
Principal  
Brig (R)  
Brig (Retd)  
Dr. A. Q. Khan School & College  
Bahria Town, Phase-8

I accept all the terms and conditions of my employment set out above.

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_