ALLAMA IQBAL OPEN UNIVERSITY
Computer Center

(APPLICATION FORM FOR REGISTRATION AS PART TIME TUTOR)

Note: Only those applicants should fill the form who possess minimum prescribed qualification/experience

1. National Identity Card No:

Batch No.

2. Name : (CAPITAL LETTERS)

Paste Here Passport
Size Photograph

3. **Father's Name**

4. Date of Birth

Day	Month	Year

5. Permanent/ Domicile District

6. Mailing Address

Phone Residence

Mobile Phone

Email

7: Qualification

A: Graduation

Degree Obtained	University	Year	% Marks Obtained	Major Subjects

B: Master Level Degree

Degree Obtained	University	Year	% Marks Obtained	Major Subjects

C: M.PHIL

Degree Obtained	University	Year	% Marks Obtained	Major Subjects

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D: Ph.D.

Degree Obtained	University	Year	% Marks Obtained	Major Subjects

OTHER (e.g. Diploma / Certificate Courses)

Degree Obtained	University	Year	% Marks Obtained	Major Subjects

8. Official Address

Offie Phone

9. Designation

10. Present Status of Job (Tick the appropriate box)

1	2	3
In-Service	Retired	Re-employed

11. Nature of Service (Tick the appropriate box)

1	2	3	4	5
Govt.	Semi Govt.	Private	Student	Other

12: A. Teaching and Research Experience

Level of Teaching	Name of Institution	Subject (s) Taught	Duration	
			Y	M

B: Technical and Administrative Experience

Name of the Post / Code Name	Name of Organization	Nature of Work	Duration	
			Y	M

TOTAL EXPERIENCES (A+B)							

13. **Publications**

	Categories	Published Number

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14. If you are a student of AIOU then please fill in the following columns :-

Roll No.	
Registration No.	
Semester	

15. If you are already registered tutor please specify Registration No.

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16. If you have worked for AIOU in any of the following capacities (Tick the appropriate Box).

1. RESOURCE PERSON ☐

2. UNIT WRITER ☐

3. STUDY CENTRE CO ORDINATOR ☐

4. PAPER SETTER ☐

5. COURSE CO-ORDINATOR ☐

6. SENIOR TUTOR ☐

7. REGION NAME :_____

17. Please specify codes of the course(s) in which you are interested:

1
☐☐☐☐

2
☐☐☐☐

3
☐☐☐☐

4
☐☐☐☐

<u>Signature of Applicant</u>

18. <u>Recommendations:</u>

Recommended by the Employer/Head of Department/Institution) Mr. /Ms./Mrs./Dr._____

Designation_____ Institution/Organization:_____ is allowed /

recommended to undertake tutorship or such other assignment of the Allama Iqbal Open University, without disturbing

his/her normal duties/assignments with in this institution/organization.

Date: _____

Signature & Stamp:_____

Name: _____

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19. | For official use only. Not to be filled by the candidate |

Recommendation of the Dean /Head of the Department, Institute etc.

Recommended for:-

Course Codes

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Not recommended being ineligible for appointment as tutor as per criteria laid down at the end.

Signature & Stamp_____

Please issue Tutor Registration Card as above.

(Director Regional Services)

<u>**Data Processing Manager**</u>

TUTOR REGISTRATION NO

Note:

1. Attested copies of the testimonials/degree (Graduate and above only), experience certificates etc. must be attached.
2. Attach two recent photographs (passport size).
3. The advertisement and applications for registration don't confer any right for appointment as AIOU Tutor.
4. Additional sheets may be added where needed.

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ELIGIBILITY CRITERIA

Program Level	Minimum Qualification	Minimum Teaching/ Professional Research Experience in the Relevant Field
Matric/SSC	BA/BSc and BEd	05 Years Experience
	2nd Class Master's Degree	No Experience Required
FA/FSc	2 nd Class Master's Degree in relevant subject	No Experience Required
PTC / CT	2 nd Class BA/BSc & BEd	05 Years Teaching Experience
BA/BSc/B.Com	2nd Class Master's Degree in relevant subject	05 Years Teaching Experience
B.Ed	B.Ed and M.Ed (2nd Class)	05 Years Teaching Experience
Master's / M.Ed	PhD Degree	No Experience Required
	MPhil/Master's in the relevant field	05 Years Teaching Experience
MPhil/PhD	PhD in the relevant field	No Experience Required

<u>GENERAL TERMS AND CONDITIONS FOR APPOINTMENT AS TUTOR</u>

1. The applications for Tutor Registration will be received in the concerned Regional Offices and after preliminary   scrutiny in the Regional Centres; these forms will be forwarded to the Directorate of Regional Services. The   Directorate of Regional Services will

Regional Centres, these forms will be forwarded to the Directorate of Regional Services. The Directorate of Regional Services will forward these TRF to the academic department concerned for ascertaining the suitability of the applicant for teaching AIOU courses or otherwise. The academic departments are authorized to verify the attached documents with the tutor registration form for determining the eligibility.

2. The recommendations of the academic departments are forwarded to the Data Processing Manager for issuance of a Tutor Registration Card.

3. The processing fee for Tutor Registration Form will be Rs.500/-. The applicant will pay fee along-with TRF in the shape of bank draft in favor of Treasurer, AIOU. The Ph.D degree holders applying for registration as tutor will be exempted from the Tutor Registration fee. The processing fee once deposited will not be refunded in any case.

4. The applicant will submit its TRF along-with attested copies of testimonials and the prescribed fee in the Regional Office concerned.

5. The registration will not confer any right of appointment as a tutor under any circumstances.

6. The effective period of appointment is approximately four months for all courses as specified for the semester.

7. He/she cannot mark any assignment after due date without being authorized by the Regional Director/Director Regional Services.

8. The tutor keeps one copy of each of the individual/cumulative result in safe custody for record and reference for a period of 2 years after its submission in the regional campus.
9. This form is free of cost.