

# English for Employment

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## Student Materials



## Unit 7 My dream job

### Activity 2 What's important?

Before searching for a job, it seems advisable to reflect on what sort of job might interest you most. Working individually, categorise the following items under the three headings below.

- a. Salary package
- b. Training courses
- c. Easy work
- d. Field work
- e. Individual work
- f. Weekly payment
- g. Monthly payment
- h. Fixed working hours
- i. Nice work partners
- j. Office work
- k. Factory/machine work
- l. Job security
- l. Regular promotions
- m. Flexible working hours
- n. Creativity
- o. Team work
- p. Work for social betterment

very important for me	important for me	less important for me

When you have finished, compare your views with those of your partner.

### Activity 3 Assessing your qualifications, experience and attributes

Working individually, make notes under the headings provided. Then follow any additional instructions given by the teacher.

- educational qualifications
- practical skills (e.g. ability to drive)
- work experience – including internships
- useful additional experiences (looking after younger siblings/cousins)
- language abilities
- interests
- personal qualities (e.g. patience, good sense of humour, hardworking)

When you have finished, take part in the whole group discussion.



Reflect on what you have learned in this unit.

## Unit 2 Searching for Jobs and Vacancies and Advertisements

### Activity 2 Understanding job advertisements



Look at the following job advertisements. Read them carefully and do the three tasks that follow. When you have finished them all, discuss your answers with your partner.

#### Advertisement A



**IBA  
COMMUNITY COLLEGE  
Jacobabad**

## IBA Community College Jacobabad

Established with the Collaboration of Community Development Board, Government of Sindh



CAREER OPPORTUNITIES

Sukkur Institute of Business Administration is the center of excellence, working in the interior Sindh and imparting quality education to talented students of Pakistan. After successful establishment of IBA Community Colleges at Khairpur, Naushahro Feroze and Dadu Sukkur IBA, in collaboration with Community Development Board, Government of Sindh is establishing new IBA Community College in Jacobabad district to provide quality education opportunity at door-step to talented students of Sindh. Applications are invited from dynamic, qualified and result oriented candidates for the following positions at IBA Community College Jacobabad.

S.No.	Positions	Minimum Qualifications	Experience
01	<b>Lecturer (BPS-18)</b> <ul style="list-style-type: none"> <li>• English</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Biology</li> <li>• Urdu</li> <li>• Islamiat</li> <li>• Sindhi</li> <li>• Computer Science</li> <li>• General Science</li> </ul>	<b>Minimum 2<sup>nd</sup> class M.A</b> (Only for English teachers)  1 <sup>st</sup> class M.Sc./M.A from HEC recognized University/Institution in the relevant Subject. Preference will be given to trained teachers.	Experienced teachers will be given preference. Excellent Communication Skills and proficiency in computer are pre-requisite.
02	<b>Laboratory Assistant: (BPS-11)</b> <ul style="list-style-type: none"> <li>• General Science</li> <li>• Computer Science</li> </ul>	1 <sup>st</sup> class B.Sc from HEC recognized University/Institution in the relevant subject.	2-3 Years of experience in relevant field at reputed organization.
03	<b>Physical Training Instructor (PTI) (BPS-17)</b>	1 <sup>st</sup> Class degree in physical education (16-year) from HEC recognized University/Institution	2-3 years of experience in similar capacity at reputed organization.
04	<b>Music Teacher (BPS-17)</b>	1 <sup>st</sup> Class degree in the relevant subject from HEC recognized University/Institution	2-3 years of experience in similar capacity at reputed organization.

**How to apply?**  
 Please send your applications, one recent color photograph and complete CV along with relevant documents latest by **May 08, 2012**  
 NOTE: Separate applications may be sent for each position.

**Salary:**  
 Competitive salary package depending on qualifications and experience

**PRINCIPAL**  
**IBA COMMUNITY COLLEGE, JACOBABAD**  
 Quetta Road, Behind Govt. Boys Degree College, Jacobabad.  
 Contacts: 0306-3188055, 0301-3673579

Kindly mark the envelop with the position.
www.iba-suk.edu.pk/ibacommunitycolleges

**Advertisement B**

# POSITIONS VACANT

Applications are invited from Pakistani nationals to fill the following regular positions in the Higher Education Commission -

Name of Post	Domicile / Quota	BPS	Qualifications / Experience	Age Min. Max.
<b>Computer Operator</b>	Merit Punjab Sindh (U) Balochistan FATA FANA	15	BCS, BIT from HEC recognized University Institute OR B.Com / B.Sc / B.A with one (01) year Diploma in Computer Applications from Government recognized Institute and at least two (02) years' work experience in a similar capacity in the Public or Private Sector organization of good repute. Must possess good verbal and written communication skills with minimum typing speed of 30 wpm.	21 30
<b>Assistant</b>	Punjab Sindh (U) Sindh (R) Balochistan FATA FANA	14	Graduate from HEC recognized University Institute with three (03) years' service experience in any Govt. / Semi Govt. / Autonomous Body. Preference will be given to those who possess good verbal and written communication skills in English and are computer literate.	21 30
<b>Stenotypist</b>	Punjab	12	Intermediate with minimum 80-40 wpm speed in shorthand / typing respectively. Knowledge of Computer with good verbal written and communication skills in English is must.	21 30
<b>Chef</b>	Sindh (R)	10	Middle Pass with five (05) years' experience in well repute restaurants / hotels. Should be able to cook well Chinese and Pakistan variety of dishes.	21 30
<b>Cheque Writer</b>	Merit	07	Intermediate with three (03) years' relevant experience in any Govt. / Semi Govt. / Autonomous body. Knowledge of computer applications is must.	21 30
<b>Driver</b>	Sindh (R) Sindh (U) Balochistan	05	Middle Pass with at least five (05) years' experience. Must possess Heavy Duty License.	21 35

Applicants are required to apply online through HEC website <http://www.hec.gov.pk> and send hard copy of the application along with the attested photocopies of required documents (viz. educational and experience certificates, domicile etc.) to the undersigned on or before **30-07-2009**. Application processing fee (Rs. 100/-) may be deposited in the name A.C. No. 17427900131401 of HEC maintained for the purpose in Hathi Bank Ltd. A proforma for depositing fee is available at [www.hec.gov.pk](http://www.hec.gov.pk) payment. Candidates for the posts of BPS-5 to BPS-10 may send their applications on plain paper along with CV mentioning Name, Father's name, Date of Birth, CNIC Number, Qualification with Division/Grade, Phone Number, Place of Domicile (with passport size photograph) and complete mailing address with attested photocopies of required documents (viz. educational and experience certificates, domicile etc.). Those already in Government Service should apply through proper channels. The experience as part time, honorary, apprentice and internive will not be considered. Age relaxation will be given as per Government rules. Incomplete / late applications will not be entertained. **Only eligible candidates will be called for test / interview.** No TADA will be admissible for appearing in test/interview. HEC reserves the right to reject any or all the applications.

HEC/HR/04/09



**(Muhammad Arif)**  
Assistant Director (Estt.), Ph. 051-90401410  
Higher Education Commission, Sector H-9, Islamabad

**(i) True or False?**

Write true or false before each of the statements given below:

1. In Advertisement A, the lecturers in all the required subjects are supposed to have at least a 1<sup>st</sup> class degree in their relevant subject.
2. According to Advertisement A, candidates with training and without training will be treated equally.
3. Candidates can apply for all the posts in Advertisement A through just one application form.
4. The age limit for the jobs in Advertisement B is the same for all the jobs.
5. According to Advertisement B, those already in government jobs do not need to seek permission from their parent department to apply for these jobs.

**(ii) Words in context**

Choose the best meaning of the given words from the given options:

1. Dynamic  
a) explosive                      b) self-motivated  
c) powerful                        d) instructive
2. Recognised  
a) accepted                        b) well-received  
c) talked about                  d) esteemed
3. Competitive  
a) above average                b) performance-related  
c) attractive                        d) comparable
4. Admissible  
a) possible                         b) acceptable  
c) useful                             d) recommended

**(iii) Further comprehension and critical thinking**

Using your own words as much as possible, make notes of your answers to the following questions:

1. On what basis will the salary package be decided as offered in Advertisement A?
2. What type of experience do the jobs require? What do you think is meant by 'experience at a reputed organisation'?
3. What process do you need to follow to apply for the posts in Advertisement B?
4. The advertisements demand, along with other things, your complete CV and other relevant documents. What essential information do you think you need to provide in your CV? What other documents should you include with your application? Make a list of each.



Reflect on what you have learned in this unit.





Read the instructions and complete the details below as directed.

Raise your hand as soon as you have finished.

1. Class	_____
2. Year / Semester	_____

1. Family name(s)	_____
2. Given name(s)	_____
3. Place of birth	_____
4. Date of birth	_____
5. Address	_____
	_____
	_____

1. Phone number(s)	Home -----
	Mob -----
	Work -----
2. National identity number	-----

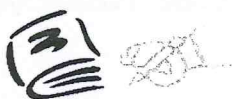
<b>Section D</b>	
Signature	-----
Date	-----

- a. Use capital letters for section B.
- b. Use blue ink for sections A and D.
- c. Use black ink for sections B and C.
- d. Crossing out and overwriting are not acceptable.

Work individually. Match the terms in column A with their equivalents in B.

Title	Date of birth
Forename	Sex
Spouse	Mr / Mrs / Miss / Ms / Dr / Prof etc
Gender	First language
D.O.B	Husband / Wife
Family name	Marital status: Single / Married / Divorced / Separated / Widowed
Mother tongue	Surname
Marital status	Given name

Now compare your answers with your partner.



Sana Ikram wishes to apply for the job of Software Engineer at the Pakistan Higher Education Commission (HEC).

Work in pairs. Follow the instructions carefully and use Sana's particulars to fill out the application form provided below.


### **Sana Ikram's Profile**

My name is Sana Ikram. My father's name is Ikram Ullah. My National Identity card number is 09876-1254321-8. I am not married. I live with my parents at 225/A, Lane 4, B block, Khyaban-e-Sir Syed, Rawalpindi. I was born in the same place on June 25, 1989. My contact number is +92 51 5123456 (landline) and my email address is sama\_ikram@gmail.com.

In June 2009 I gained a BS in computer technology - with CGPA 3.55 - from COMSATS, Islamabad and stayed on to study for an MS in Software Engineering, which I obtained - with CGPA 3.2 - in June 2010. I am currently enrolled on one year part time Postgraduate Diploma (PGD) in Hardware at the National College for Information Technology, Rawalpindi, which I am due to complete next year. In May 2012 I obtained a distinction on a two month professional English language course offered by FIML, Rawalpindi. Between Jan and June 2009, I did two three-month certificate courses - one in Painting, another in Sketching - at the National Council of Arts, Islamabad.

Since May 2011 I have been working as a Junior Software Engineer for a company called Alachisoft, based in Islamabad. This role involves dealing with different clients such as banks and manufacturing units in order to gain information as to their software requirements, converting their requirements into specifications for applications, and developing programming codes for the applications and testing and debugging new systems to ensure they are fully functioning. Before this (from October 2010 to April 2011), I worked as a Trainee Software Engineer with Gatelogix Software and Web Development Services, Islamabad, where I provided online and desk-based support to end users, contributed to the writing of user guides and technical specifications in collaboration with other technical staff, while providing suggestions for developing the existing software.

As one of my referees, I would like to propose Mr Haq Nawaz, a Senior Software Engineer at Gatelogix Software and Web development Services, which is located at Office no. 17, Anique Arcade, I-8 Markaz, Islamabad. His contact details are + 92-51-4567321 or haqnawaz@gatelogix.com. As the other, I should like to nominate Mr Hammad Ahmed Chaudary, also a Senior Software Engineer, who works for Alachisoft, which can be found at F-6/1 at Nazim-ud-din Road, Islamabad. He is contactable on + 92-51-2891011 or ahmed\_hammad@alachisoft.com.

	Place Recent Photograph
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1. Use Capital Letters
2. Attach Attested Photocopies of Relevant Testimonials
3. Attach Original Bank Draft / Postal Order
3. Use Extra Sheet where Necessary

Fee Paid Rs. Dated		Through Draft/Postal Order No.			
<b>I. Personal Information</b>					
1. Name:			2. Father Name:		
3. NIC NO:	4. Gender	Male	5. Domicile(Indicate District):		
		Female			
6. Date of Birth (dd/mm/Year):		7. Age	Year	Month	Day
8. Permanent Address:			9. Present Address:		
10. Personal Contacts : a) Phone No. (Area Code-Number):			b) E-mail:		

**II. Academic Background:**

## 1. Qualification (Starting from last degree you held)

Degree Held	Year Awarded	Field of Study	Division/ Grade	Marks/ CGPA		Institution
				Obtained	Total	

## 2. Provide detail of Professional training , certifications etc

Course/Diploma/ Certification	Field of Study	Duration	Institution

## III. Employment History (Starting from present position)

Name of Institution	Post Held with Pay Scale	Job Profile / Salient Contribution	Period	
			From	To

**Through Proper Channel Direct to HEC**

**V. References**

**1. Provide a list of two academic/professional references :**

Reference-1	Reference-2
1. Name:  2. Position:  3. Address:  4. Phone:  5. E-mail:	1. Name:  2. Position:  3. Address:  4. Phone:  5. E-mail:

By signing below and submitting this Application Form, I-----  
---- agree that the information I have provided above is accurate to the best of my  
knowledge and that I authorize you to contact the references provided above for  
further information.

Signature:	Date:
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When you have finished, discuss any issues arising from this exercise with the whole group.



Reflect on what you have learned in this unit.

In pairs, discuss the following questions:

1. What do the letters CV mean?
2. Have you ever written a CV when applying for a job?
3. If so, what type of job was it for?
4. What do you think the function of a CV is?
5. How does a CV differ from an application form?
6. Are there any differences between a CV and a resumé, in your opinion?

Although a CV needs to follow certain conventions, there is also some freedom to make it your own, in terms of both:

**A Its format**

The selection and sequencing of the headings and subheadings of each section.

**B Its presentation**

The choice of font used

The use of bold, italics, underlining and different font sizes

The inclusion of tables to present certain information

The amount of spacing between lines and sections

The title of the CV

Whether the title is centred or left-aligned

Whether you include a photo or not (where this is not specified)

Work individually, prepare a personalised CV template. What information will it contain? How will it be sequenced? How will it be presented?

Using a word processor or pen and paper:

### **Decide on its format**

List the key headings of each section that you plan to include, in the order you think is most appropriate. You may find it helpful to select from, modify or add to those suggested in the box below.

References - Language skills - Research and publications - Education - Personal Information - Employment and other work-related experience - Computer skills - Professional training and qualifications - Membership of professional bodies ...

Then add any relevant subheadings to each section as required.

### **A. Decide on aspects of its presentation as listed above.**

Note that this task does not require you to include your personal data in the CV.

When you have finished, compare your CV template with that of your partner, taking turns to present each of your versions in turn and explaining the choices you have made.

What aspects of your partner's template (whether format or presentation) did you particularly like?

Now contribute to the whole group discussion.



Reflect on what you have learned in this unit.



## Unit 5 Writing a CV 2

### Activity 1 Listing referees



Consider the 'References' section of a CV and discuss the following questions as a whole group.

- Who should you normally name as your first referee?
- Who would normally be named as the second or third?
- What courtesies should be followed each time you list a referee?
- Can you think of any suitable referees that you could include in your own CV?

### Activity 2 Recording your employment history



The following text includes some useful tips for recording your employment history in a CV or application form. Some phrases appear to be missing, however. Read the text and identify the appropriate missing phrases (a-f) from the box below it.

When you have finished, compare your answers with your partner.

When completing the section on your employment history or work experience, keep in mind that the aim is to persuade a prospective employer that:

You have the skills and experience the employer or organisation is looking for.

You have progressed throughout your career.

### **General advice**

Ensure you tailor your skills and experience to the particular job you are applying for, whether in an application form, a CV or any accompanying covering letter.

List your current position first. Then list each previous position in chronological order, starting with the most recent and working backwards in time. This format will highlight \_\_\_\_\_

### **Don't forget to include any part time jobs or internships where relevant.**

Briefly outline the key duties or responsibilities associated with each post held. A duty or responsibility relates directly to \_\_\_\_\_

In addition to your duties or responsibilities, you should mention any achievements - or salient contributions - connected to a post. An achievement may be defined as \_\_\_\_\_

If you have held several similar jobs, phrase \_\_\_\_\_

If you have relatively limited work experience in the field, look for \_\_\_\_\_

In order to reinforce the employer's impression of your suitability for the job, be sure to include \_\_\_\_\_

- (a). an additional positive outcome that occurred as a result of your personal contribution to a particular job.
- (b). your duties and achievements in different ways, to avoid repetition.
- (c). some key phrases from the job description for the post you're applying for.
- (d). the job description and therefore may be undertaken by anyone in the same role.
- (e). opportunities to demonstrate the ways in which your existing skills and interests may be of value instead.
- (f). the relevance of your most recent work experience to the post applied for

### Activity 3 Describing your work-related duties and achievements



By using a range of expressions to describe your work-related duties and achievements, you heighten the impression of having initiative and energy.

Such descriptions should be presented in note form, using phrases such as 'in charge of', 'responsible for', nouns such as 'organisation of ...', or verbs (in general, the -ing form of the verb tends to be used to describe job-related duties or responsibilities, and the -ed form for particular achievements).

You may have used some examples of these when completing the application form in Unit 3, Activity 3.

#### Work in pairs.

(i) Using the -ing or -ed form of the verb or the equivalent noun, fill in the 'Duties and Achievements' section of the CV below by selecting from the prompts in Box A and copying out the six completed sentences (a-f) into the form.

(ii) Invent three more duties and achievements (g, h, i) by selecting from the prompts in Box B and inserting these additional sentences into the CV.

- a. \_\_\_\_\_ with student enrolment.
- b. \_\_\_\_\_ teachers and \_\_\_\_\_ feedback on their classroom management techniques.
- c. \_\_\_\_\_ between students and leaders of internship programmes.
- d. \_\_\_\_\_ in annual degree ceremony.
- e. \_\_\_\_\_ and \_\_\_\_\_ of new staff appraisal system.
- f. \_\_\_\_\_ teachers' class schedules.
- g.
- h.
- i.

<b>Box A</b> Implement - Observe - Assist - Organise - Participate - Liaise - Provide - Monitor
<b>Box B</b> Supervise - Maintain - Develop

<u>Period</u>	<u>Institution</u>	<u>Post Held</u>	<u>Duties and Achievements</u>
2011-present	ABC College	Academic Advisor	- - -
2009-2011	DEF Academy	Tutor	- - -
2007-2008	GHI School	Senior Mistress	- - -

(iii) Now think of at least four further expressions to add to Box B above.  
 When you have finished, compare your list with that of another pair.  
 Then share your ideas with the whole group.

**Critical reflection**



Reflect on what you have learned in this unit.

Unit 6 Writing a covering letter

Activity 2 The layout of a covering letter



Parts of this covering letter are mixed up. Work in pairs and put the parts of the covering letter in the correct order.

Telephone 37378292

Dr Arif Shafi Street

House No 470

Faisalabad

28 January 2012

Town Chibban

email@yahoo.com

The Registrar

Faisalabad

Allama Iqbal Road

Government College University

Yours faithfully

I have done my Masters in English from National University of Modern Languages, Islamabad with first division. I have also done PGD in ELT from Allama Iqbal Open University, Islamabad.

I would like to apply for the post of lecturer in the Department of English advertised in the DAWN on April 8, 2012. Please find my CV enclosed.

I have one year experience of teaching English at college level as a trainee teacher. I taught FA and BA classes.

I look forward to hearing from you.

Signature

Subject: APPLICATION FOR THE POST OF LECTURER IN ENGLISH

Dear Sir

Ahmad Asif

### Activity 3 Sequencing the components of a covering letter

The following are important components of a covering letter. Place them in the sequence that would be most appropriate.

salutation, date, purpose of writing, signature of the applicant, introduction, close, your address, subject, relevant skills and experience, name of the applicant, address of the addressee

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

#### (i) Opening statements

Which of the following are suitable opening statements for a covering letter? Discuss in pairs.

Reference your advertisement in 'The News' Lahore dated March 12, 2012, inviting applications for the post of Executive Sales in your bank, I beg to offer myself as a candidate for the same.

In response to your advertisement in 'Dawn' Lahore, dated February 10, 2012 for the post of Marketing Manager, I offer myself for this post.

I have come to know that you require the services of a Manager. So, I take the liberty of submitting my unsolicited application for this post.

This is with reference to your advertisement in 'Dawn', for the post of an office assistant in your organization. I am applying for the said post.

I would like to apply for the position of Marketing Manager as advertised in Daily Jang April 11, 2011

I am writing to apply for the post of Accounts Officer advertised in this weekend's The Express Tribune.

I am writing in response to your advertisement in DAWN of June 23, 2012 requesting applications for the post of Sales Officer.

#### (ii) Suitable expressions

Which of the following from each pair of expressions is preferable? Work in pairs and circle the correct option.

- 1a. I want to draw your attention to
- 1b. I would like to draw your attention to
- 2a. Kindly find enclosed herewith my CV
- 2b. Please find my CV enclosed
- 3a. I have won many certificates and prizes and awards
- 3b. I have been awarded many certificates and prizes
- 4a. I beg to say
- 4b. I would like to say
- 5a. I would like to inform you
- 5b. It will be an honor for me to inform you
- 6a. I would like to draw your attention to
- 6b. I beg to draw your attention to
- 7a. Please give me an appointment for interview
- 7b. I look forward to hearing from you

#### Activity 5 Using appropriate punctuation

The covering letter in Activity 2 employs an 'open punctuation/full block format'.

Work in pairs and decide which of the following are according to that punctuation format.

#### **Date patterns**

- 30 April 2012
- April 24, 2012
- November 29<sup>th</sup>, 2004
- 29<sup>th</sup> January, 2002
- The 25<sup>th</sup> of March 2011

#### **Salutation**

- My dear Sir
- Dear Sir
- Dear Sir,
- Sir,
- Dear madam
- Dear Sohaib
- Dear Anfaal,

My dear Fatima,  
Respected Aswa

**Complimentary close**

Yours faithfully,  
Yours faithfully  
Yours Sincerely  
Your's truly  
Yours obediently  
Yours sincerely



Reflect on what you have learned in this unit.



### Home task

Read the following covering letter and underline errors and inconsistencies in it. Then rewrite it, putting all the parts in proper order and correcting any punctuation mistakes.

24 Aziz Fatima Hospital Road

Gulistan Colony

Faisalabad

email@yahoo.com

3344556677

15 April 2012

Faisalabad

General Manager,  
35 Jinnah Road,  
pak Textile Mills,  
Lahore

Dear Sir

Subject: Application for appointment as marketing manager

I am applying for this post in response to your advertisement in daily Jang of 4 May 2012.

I hold an MBA degree in Marketing from IBA Karachi and have experience of two years working in a multinational company. I have diploma in professional skills. I have attended many training workshops and seminars. I am a team player and possess leadership qualities.

I have enclosed my curriculum vitae.

I look forward to hearing from you.

your's obediently

Faizan Arif

24 Aziz Fatima Hospital Road

Faisalabad

1. Have you ever had a job interview? What job was it for? How did it go?
2. Are you afraid of having a job interview? If so, can you explain why?

Work on your own.

Think about the kinds of questions they might be asked at a job interview in Pakistan.

Write four to six examples in the space below.

...

...

...

...

...

---

After five minutes, compare your answers with your classmates in groups of three.

Do the questions you have all written fall into any particular types or categories? Are some of them variations on the same idea?

Can they be sequenced in any way depending on whether they're likely to come at the beginning, the middle or the end of the interview?

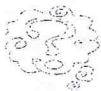
At the end of some job interviews, candidates are given the chance to ask questions themselves.

Working individually, note down some examples of questions that would be appropriate.

...

...

...



Reflect on what you have learned in this unit.

What aspects of appearance need to be considered before attending an interview?

Working in small groups, make a list of the different aspects of appearance that should be attended to. Consider clothes, shoes, make-up, jewellery, nails, hair, personal hygiene etc. You may have several tips for each area.




Work in small groups. Read the following text and check whether or not the information given below matches with the list of considerations that you drew up in Activity 1. Did you have any more suggestions?

### **Tips for a Successful Interview**

#### **Making a good impression**

Both your appearance and your behaviour will impact on the impression you give to your interviewers.

#### Dress code

Appearance is very important. You should be smartly and neatly dressed-up for the interview. Ensure clothes are clean and pressed. Select those whose colour is a little subdued, to reflect your seriousness in the job. Shoes should be polished and in good condition; women should avoid wearing high heels.

## Grooming and hygiene

Good grooming is essential. Your hair should be freshly washed and neatly brushed. Nails should be well manicured and clean. Take special care of your dental hygiene.

Perfume or cologne should be very lightly applied. Women's make up should not be heavy, nor should they wear too much jewellery.



Read the next part of the text individually. Then complete the task that follows.

### **Non-verbal communication**

Non-verbal communication plays a very important role in influencing people. For this reason, developing effective non-verbal communication techniques is essential to your success in an interview.

Non-verbal communication consists of

- A. Aspects of body language
- B. Tone and pitch of voice

#### **A. Aspects of body language**

The following are the top five non-verbal signals, ranked in order of importance when it comes to interviewing:

- Eye contact
- Facial expression
- Posture
- Gesture
- Proximity

Making eye contact is a way of showing that you are interested in listening to the interviewer. Avoid appearing as if you are staring by blinking at regular intervals and moving or nodding your head a little. Experts say that when you are talking, you should hold eye contact for a period of ten seconds, then look away briefly, and then re-establish eye contact. If there is more than one interviewer, it is best to look at and direct your answer to the person asking the question, then look at the other interviewers as well.

Facial expression is one of the most obvious forms of communication and can easily convey more than you might expect. Try not to look anxious. Smile. A genuine smile shows that you are a happy person and delighted to be interviewed by the company.

Posture is an important reflection of your self-esteem. Stand tall, walk tall and, most importantly, sit tall. When you are seated, make sure you are at the front edge of the chair, slightly leaning forward. This indicates that you are comfortable yet attentive. A hunched or sloppy posture gives the impression of nervousness or carelessness,

while leaning back can make you appear too relaxed. Rest your hands loosely clasped in your lap or on the table. Crossing your legs at the ankles or placing both feet flat on the floor conveys a professional look during the job interview.

Gestures should be very limited during an interview. Common wisdom is that the less you move your arms and hands about, the more in control you appear. When you use gestures, make sure they are meaningful and sincere.

Proximity is another aspect to be aware of in formal face to face encounters such as interviews. Be sure to respect the boundaries of personal space that are appropriate in these situations.

#### Aspects of voice delivery

Speaking in a controlled and clear voice conveys quiet confidence. Do not speak in a monotone, but vary the pitch and tone of your voice. Avoid showing too much emotion, and ensure you are not apologetic, defensive or aggressive. Speak slowly and clearly in audible tones and always pause before answering a question. This will give you a chance to collect your thoughts.

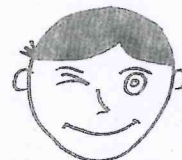
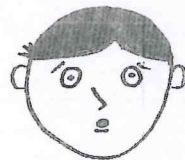
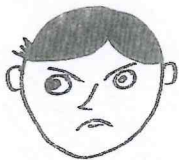
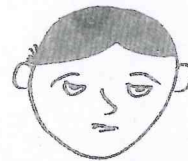
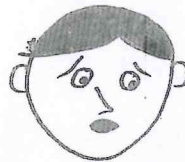
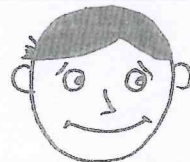
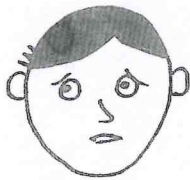
#### Non-verbal communication 'dos' and 'don'ts'

Complete the following columns with brief notes in your own words:

	Dos	Don'ts
Eye contact and facial expression	<ul style="list-style-type: none"> <li>■</li> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> </ul>
Posture, gesture and proximity	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> <li>■</li> </ul>
Voice delivery	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> <li>■</li> </ul>	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> <li>■</li> </ul>

Work in small groups. Look at the pictures below. What emotions do they reflect? Put a tick mark against the facial expressions that can be used while in an interview and a cross against the ones that should be avoided.

## Facial Expressions



Source: Unknown

Whilst appearance, body language and voice delivery play an important contribution to the impression one gives at an interview as a whole, the first few minutes – those in which the interviewee is asked to 'introduce themselves', by giving a brief outline of the relevance of their qualifications, skills and experience to the job applied for – are also key contributors to a successful outcome.

1.

1. In the space below, make a note of the kinds of things you would include when introducing yourself in an interview.

2. Work in pairs. Take turns to be the interviewer and the interviewee. As the interviewee, decide on a hypothetical post to apply for or refer to one of advertisements that you have encountered to date. Spend no more than two minutes introducing yourself in relation to the post you have identified.
3. When you have finished, discuss your experience of this activity in pairs. Did you find it easy or difficult? Is there anything you could have done differently? Then take part in the whole group discussion at the end.



Reflect on what you have learned in this unit.

Work in threes. Take turns to interview one another, selecting from the questions in one of the three sets below for each interviewee in turn (A).

The person observing should complete the observation checklist that follows (B).

## **A. Interview questions**

### **Set 1**

1. Tell me something about yourself.
2. What attracted you to our company?
3. Why do you think we should hire you?
4. Which of your strengths could you usefully contribute to our company?
5. What do you consider to be a possible weakness in respect of this job?
6. How do you think the knowledge you gained from your degree could help you in this position?
7. What kind of work environment would you prefer?
8. You have written in your CV that you're creative/hardworking/reliable. Can you give me any example either within or outside the work context?
9. Suppose that while you are at work, you receive an emergency call and you have to leave for home immediately. You have been assigned a task and you are required to complete it the same day. How would you handle the situation?
10. Do you have any questions about this position?

### **Set 2**

1. Tell me something about yourself.
2. What do you know about our company and why do you want to work with us?
3. Where do you see yourself professionally in five years' time?
4. What have you learned from your prior education?
5. What can you do for our company?
6. Would you rather work in a team or more independently?
7. Can you give me an example of a difficult decision you had to take in a work or non-work context?
8. You have written in your CV that you possess leadership qualities. Can you give me an example of a time where you led a group successfully?
9. If you were the person in charge of a project and your colleagues were blaming you for giving undue favours to someone, how would you react?
10. Do you have any questions about this position?

### **Set 3**

1. Tell me something about yourself.
2. Why do you think you're suitable for this job?



1. What are your professional aims?
2. Which courses were your least favourite during the course of education? Why?
3. What is your greatest achievement in life?
4. What do you consider to be your greatest failure? What did you learn from it?
5. If you were asked to change one thing about yourself, what would it be?
6. Suppose that you have two supervisors who always differ in opinions. One is happy with the task that you have done. The other suggests some changes in it. How would you handle the situation?
7. You have written in your CV that you are able to work under pressure and meet deadlines. Give me an example of a time when you had to finish a task within a tight deadline. Did you manage to finish the task? How?
8. Do you have any questions about this position?

**A. Observation checklist**

*ST*

Name of interviewee	Yes	Partly	No	Comments
Was he/she confident and composed?				
Did he/she appropriate clothing and footwear?				
Was his/her hair clean and combed?				
Were his/her hands and nails clean?				
Was his/her posture appropriate?				
Did he/she make good eye contact with the interviewer?				
Were his/her facial expressions appropriate?				
Was his/her voice audible and varied in tone?				
Did he/she introduce him/herself well?				
Did he/she give complete, relevant and appropriate responses to the questions asked?				

Did he/she cope well with misunderstandings and/or difficult questions?				
Did he/she ask suitable questions at the end?				
Was his/her use of language appropriate and correct?				
Was he/she hesitant at times?				
Anything else?				

Write down one thing that you particularly liked about the interviewee's performance, and one suggested area of improvement.

1.

2.

### Activity 3 Reflection and feedback



Bearing in mind the points in the checklist above, reflect on your own performance as an interviewee and make brief notes in the space below.

These will complement the feedback you will receive from your observer in this last activity.

1. One thing I did particularly well in the mini mock interview:

2. One area where I feel I could improve:

### Critical reflection



Reflect on what you have learned in this unit.

## Unit 10 Preparing for interviews 4: practice with telephone and skype interviews

### Activity 1 Brainstorming: telephone interviews



1. What are the similarities and differences between job interviews that take place on the telephone as compared to those taking place face to face?
2. What do you think might be the advantages and disadvantages of doing interviews on the telephone for either the interviewer or the interviewee?
3. If you were given the choice between a face to face or telephone interview, which would you prefer and why?

### Activity 2 Telephone interview roleplay



- a. Introduce yourself
- b. In what ways do you feel you are suitable for this position?
- c. What do you consider to be three characteristics of a good ... [insert name of hypothetical job e.g. accountant]?
- d. If selected, what are you expecting from this job?

### Activity 3 Interviews via Skype



1. Why might interviewers use Skype instead of face to face or telephone interviews?
  
  
  
  
  
  
  
  
  
  
2. What do you need to consider in terms of the following when having Skype interviews:
  - i. technological issues
  - ii. lighting
  - iii. visual background
  - iv. background noise
  - v. clothing and appearance?

#### Critical reflection



Reflect on what you have learned in this unit.

## Unit 11 Applying for overseas and international jobs

### Activity 1 Brainstorming: applying for overseas/international work



Work individually. Consider the following questions and make brief notes of your answers:

Have you ever thought about applying for a job overseas or with an international company within Pakistan? If so, which one?

List two or three examples of companies or organisations that fall into the two categories.

Would you prefer an overseas or international job over a local job? Why/why not?

What kind of overseas or international jobs would you be attracted to?

1. How would you go about searching for an overseas or international job?

## Activity 2 Comparing overseas/international job advertisements with local ones



### Work in pairs.

Compare the international job advertisement A with local job advertisement B and make a note of the differences between the two.

### Advertisement A



**USAID**  
FROM THE AMERICAN PEOPLE



## ASP-LUMS JOB OPPORTUNITY

Assessment and Strengthening Program (ASP) is a USAID funded program, which is designed to bring the management of Pakistani Civil Society Organizations (CSOs) and the Government of Pakistan (GOP) organizations to a higher level of management excellence, accountability and transparency. Lahore University of Management Sciences (LUMS) is a participant in the realization of this goal. Its role is to provide the academic resources required to assess and strengthen Pakistan's CSO and GOP resources through requisite training & research. Applications are invited against the following position at ASP-LUMS.

**1. Content Developer**

For details please visit <http://hr.lums.edu.pk/usaaid-job-openings.php> and forward your resume to [hrd.asp@lums.edu.pk](mailto:hrd.asp@lums.edu.pk). Review process will start from **Monday April 30, 2012**. We will accept applications until the position is filled. Salary package will be commensurate with qualification, experience & skills. LUMS is an equal opportunity employer and offers dynamic and conducive work environment. Only shortlisted candidates will be contacted. Applicants are advised to specify the position applied for in the subject line.

**Human Resources, Assessment & Strengthening Programme (ASP)**  
Lahore University of Management Sciences (LUMS), Opposite Sector U,  
DHA, Lahore Cantt, Pakistan  
[www.lums.edu.pk](http://www.lums.edu.pk), UAN: 042-111-11-LUMS (5867)

Source: <http://www.roziroti.pk/2012/04/22/content-developer-required-at-asp-lums-usaid/>

**H.E.J. RESEARCH INSTITUTE OF CHEMISTRY**  
**INTERNATIONAL CENTER FOR**  
**CHEMICAL & BIOLOGICAL SCIENCES**  
UNIVERSITY OF KARACHI, Karachi-75270

**RESEARCH ASSOCIATE REQUIRED**

HEJ Research Institute of Chemistry, University of Karachi is seeking a **RESEARCH ASSOCIATE** (Fixed Salary of Rs. 13,000/ Per Month) to work with the dedicated team in the Center on a Project entitled, "**Studies on Reverting Insulin Resistance (IGT and IFG) by Employing Natural Products for the Prevention of the On-set of Metabolic Syndrome**". The Applicants must hold M. Sc. Degree in Biochemistry with at least Two First Divisions in the Academic Career. Interested candidates are requested to submit their Resume along with the Attested Copies of Academic Degree(s)/Certificates and Copy of Advertisement to the Principle Investigator of the above mentioned Project within **15 Days** from the Date of this Advertisement. Following information must be mentioned on the Envelope:

Applied for the Post: **Research Associate**

Project: "**Studies on Reverting Insulin Resistance (IGT and IFG) by Employing Natural Products for the Prevention of the On-set of Metabolic Syndrome**"

Address: HEJ Research Institute of Chemistry  
International Center for Chemical and Biological Sciences  
UNIVERSITY OF KARACHI, Karachi-75270  
Pakistan. (Room 107/110)

marksman

Director/ P. I., ICCBS  
University of Karachi

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When you have finished, share your observations with the whole group.

### Activity 3 Evaluating application forms



Unit 3 included an application form for a job in the Pakistan Higher Education Commission. Below you will find a copy of a British Council application form.

1. Working in pairs, compare the two job application forms, making notes of their differences.

**You may wish to list these under different headings:**

eg

- Content
- Language/Style/Tone
- Requirements
- Other headings?

In what ways do you think the two forms reflect differences between each culture?

What do you think of the Guidance Notes supplied with the British Council Application form?



This application form is available in other formats upon request. It is in 3 parts: parts 1 and 3 contain personal information and are confidential documents, which will only be seen by Human Resources; part 2 relates specifically to the post you are applying for and will be seen by those making selection decisions. Please refer to the Guidance Notes for information about completing the Application Form

## Part 1 Personal Information

Job(s) title	Job(s) reference number	Application reference number (for British Council use only)

### Eligibility to work at the British Council (see guidance notes)

Are you currently legally entitled to work in the country where the job is based?	Yes	No
If applicable, please detail any restrictions		

### Personal Contact details

Family name	Initials
Present address	Contact / postal / email address
Telephone no.	Mobile no.

### Please state where you heard about this vacancy?

- British Council colleague
- Word of mouth
- Speculatively browsing British Council website
- Press/Publication advert (please specify) .....
- Web advert (please specify) .....
- Agency (please specify) .....
- Other (please specify) .....

Please note, this section of the form will be detached and given to the Recruiting Manager and colleagues involved in the selection process. The Recruiting Manager and the selection panels will have access only to information contained in this section.

Job(s) title	Job(s) reference number	Application reference number (for British Council use only)

**Personal Information**

Family name	Initials

**Disability (see guidance notes)**

<b>Do you have a disability as defined in the guidance note?</b>	Yes
	No
Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process? If yes, a member of Human Resources will contact you to ascertain how best to assist you.	Yes
	No

Employment and relevant work-related experience (covering no more than 10 years, starting with the most recent) (see guidance notes)

Date From/To	Role title, Employer

**Brief summary of role and main achievements.**

Date From/To	Role title, Employer

Brief summary of role and main achievements.

Date From/To	Role title, Employer

Brief summary of role and main achievements.

---

Date From/To

Role title, Employer

---

Brief summary of role and main achievements.

Other relevant experience (see guidance notes)

Please give details of any additional relevant professional or other experience.

---

Relevant experience

Dates

---

Education/qualifications (see guidance notes)

Please give details of relevant educational and professional qualifications in chronological order, along with the name of relevant institution.

---

Qualifications

Dates

---

**Supporting statement**

In support of your application, and referring to the role profile, please state succinctly, why you are suitable for this role, focusing on the skills, knowledge and experience you bring (see guidance notes).

---

**Supporting statement**

---

**Declaration**

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

---

Your name

Date

---

N.B Typing your name will be taken as being as binding as your signature

**Additional information**

When are you available to take up the job?

What length of notice must you give?

Please give details of your current/most recent remuneration package including salary, pension and bonuses. Candidates will be asked for documentary evidence of this if appointed.

**References (see guidance notes)**

1. Your current/most recent employer (or if no employer, your school/university/training provider).

Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	
Please indicate if this is a work or academic/training reference		Work reference	Academic/Training reference

2. Previous employer (or if no employer, your school/university/training provider).

Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	
Please indicate if this is a work reference or an academic/training reference		Work reference	Academic/Training reference

3. Previous employer (or if not applicable, a personal referee who knows you well and who is not a relative).

Name and job title of referee		Name of referee's Organisation	
Postal address			
Email			
Telephone no		Mobile no	

Please indicate if this is a work, academic/ training or personal reference	Work reference	Academic/ Training Reference	Personal reference

Criminal Convictions (see guidance notes)

---

Have you ever been convicted of a criminal offence?	Yes	No	If yes, please give details below of the offence and the sentence imposed:
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---

Subject to certain exempted occupations, convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 need not be mentioned. Please be aware that declaring a conviction will not automatically disqualify you from being employed by the British Council.

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children, elderly or disabled people, and I have not been dismissed from such a post for malpractice.

I agree and hereby consent to the British Council seeking clearance from the police or appropriate agency. I understand that the British Council will not carry out these checks unless an offer of employment is made in writing to me.

---

Your name

Date

---

N.B Typing your name will be taken as being as binding as your signature



Provision of this information is voluntary and will assist the British Council in its commitment to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment. We welcome applications from all sections of the community as we believe that a diverse workforce gives added depth to our work.

We aim to ensure that no job applicant or employee receives less favourable treatment on the basis of gender, marital status or civil partnership, religion and belief, political opinion, race, colour, nationality or ethnic origin, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependants, or any other irrelevant grounds.

We monitor all stages of our recruitment and selection process to ensure there is no potential for unjustified discrimination on irrelevant grounds. Our monitoring data is externally analysed each year, and recommendations are published and acted upon.

All information supplied will be treated in strict confidence and no identifying details will be attached to it. It will help us to monitor and evaluate the success and application of our equal opportunity policy and diversity strategy and to compile anonymised statistics which will be included within our formal reporting structures.

Please note: this information will only be kept for one year after the completion of the recruitment exercise. The information will then be destroyed.

**Personal information**

Gender	Male	Female	Date of birth
--------	------	--------	---------------

**Ethnic origin**

Please tick the box which most closely describes your ethnic background. This does not necessarily mean the place where you were born.

White	British	English	Scottish	Welsh	Other (please specify)
	Irish	Other white background (please specify)			
Mixed	White and black Caribbean		White and black African		White and Asian
	Any other mixed background (please specify)				
Asian, Asian British, Asian English, Asian Scottish, Asian Welsh	Indian		Pakistani		Bangladeshi
	Any other Asian background (please specify)				
Black, Black British, Black English, Black Scottish, Black Welsh	Caribbean		African		
	Any other black background (please specify)				



Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or any other ethnic group	Chinese	Any other background (please specify)
---	---------	---

**Religious Belief**

Please tick the box which most closely describes your religious belief.

Buddhist	Christian
Hindu	Jewish
Muslim	Sikh
Other, please describe	
No religion	

## **Eligibility to work at the British Council**

We are only able to accept applications from individuals who currently have the right to work in the country to which they have applied. If there are any restrictions regarding your right to work in the country to which they have applied i.e. length of work visa, type of work etc please state it on the form.

## **Data Protection**

The British Council will use the information you provide in this form to process your application. If your application is successful and you take up employment with the British Council, this form will be kept on your personnel file and some details from it will be held electronically by Human Resources in line with the Data Protection Act (1998). If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise and then securely destroyed.

The British Council will treat all personal details in accordance with UK law and its own privacy policy. Under Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you do want more information about this please contact your local British Council office or the Data Protection Team [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org).

## **Disability**

The United Nations Convention on the Rights of Disabled People defines a disabled person as someone who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

It is British Council policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

## **Employment and relevant work-related experience**

Please give details of your work-related experience covering no more than 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

## **Other relevant experience**

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

## **Education / qualifications**

Please list only those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Other Relevant Experience saying why you think this is important.

## **Supporting Statement**

The purpose of this section is to give you an opportunity to say why you are interested in the job and what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

## **Part 3 – Additional information, References and EO Data collection**

This part of the application form will be kept confidential and will only be seen by Human Resources.

### **References**

Please provide 3 references. One from your most current/most recent employer and if possible two from previous employers. If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative. We will only contact referees if an offer of employment is made.

### **Criminal Convictions**

Subject to certain exempted occupations, convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 need not be mentioned. Please be aware that declaring a conviction will not automatically disqualify you from being employed unless this post is subject to a Police Check.

If the post is subject to a Police Check, British Council is committed to safeguarding and promoting the welfare of children and young people and expects all of its partners to share this commitment. Appointment to these roles are subject to enhanced Criminal Records Bureau (CRB) checks in the UK, and, where appropriate, equivalent systems overseas.

### **Equal Opportunities and Diversity Monitoring Information**

We would welcome you completing the voluntary Equal Opportunities and Diversity Monitoring form. We monitor all stages of our recruitment and selection process to ensure there is no potential for unjustified discrimination on irrelevant grounds. Our monitoring data is externally analysed each year, and recommendations are published and acted upon.

All information supplied will be treated in strict confidence and no identifying details will be attached to it. It will help us to monitor and evaluate the success and application of our equal opportunity policy and diversity strategy and to compile anonymised statistics which will be included within our formal reporting structures.

## **Tips and guidelines for applying for work overseas**

Research the country's culture and labour laws before applying.

Develop a job search strategy that includes the kinds of companies you are interested in.

Build contacts/develop networks with the people you know in that country.

Be cautious about sending direct emails (cold contacts) to overseas companies as this way of seeking work is not always appreciated.

Familiarise yourself with the conventions of filling in application forms and writing CVs in particular countries and adapt your approach accordingly. You may wish to ask someone you know from that country to check it for you before you send it.

## **Home task**

### **Locating useful websites**

Identify at least one website or blog that you would recommend to others wishing to apply for overseas/international work.

One possible place to look is [http://www.quintcareers.com/career-related\\_blogs.html](http://www.quintcareers.com/career-related_blogs.html)

However, you are welcome to suggest alternatives.



---

Reflect on what you have learned in this unit.



Sadiqa Ramzan Ali

Shumaila Shafket Ali

Muhammad Asif

Saira Bano

Mamuna Ghani

Syed Razzi-ul-Hussnain

Akifa Imtiaz

Aalia Sohail Khan

Imdadullah Khan

Samia Tufail Lone

Farhat Meher

Hurma Pervez

Muhammad Khan Sangi

Fatima Seerat

Sofia Hussain Waqqas

---

Santosh Aidi

Lina Adinolfi

Mike Bird

Jim Donohue

Helen Peters

Alison Robinson

Syed Khawar Abbas

Saaeda Asadullah

Participating Institutions

- 11 Balochistan University of Information Technology, Engineering and Management Science, Quetta
- 12 Government College University, Faisalabad
- 13 Government Postgraduate College for Women, Rawalpindi
- 14 International Islamic University, Islamabad
- 15 Islamia University, Bahawalpur,
- 16 Lasbela University of Agriculture, Water and Marine Sciences, Balochistan
- 17 Shaheed Benazir Bhutto University, Sheringal
- 18 University of Azad Jammu & Kashmir, Muzaffarabad
- 19 University of Karachi
- 20 University of Malakand
- 21 University of Sindh, Jamshoro

