



BUITEMS

Quality & Excellence in Education

Please attach
3 recent
Photographs

F/QSP/05/01/

Applied For:

INSTRUCTION

- ❖ Application can be submitted on prescribed "employment form" available at university website www.buitms.edu.pk/jobs
- ❖ Duly filled application forms may be sent through email on buitms.edu.pk.
- ❖ All relevant documents will be verified during interview (bring all the documents on interview day)
- ❖ Last date for form submission is _____

01. PERSONAL INFORMATION (Please Use Capital Letters to Fill in This Form)

| | | | | | | | | | | | | | | | | | |
|----|---|------------|-------|--|--|------|----------|--|--|--|--|--|--|--|--|---|--|
| 1 | Name of Applicant (As per CNIC) | | | | | | | | | | | | | | | | |
| 2 | Father's Name (As per CNIC) | | | | | | | | | | | | | | | | |
| 3 | Date of Birth | Day | Month | | | Year | | | | | | | | | | | |
| 4 | Local/Domicile | Province | | | | | District | | | | | | | | | | |
| 5 | CNIC | | | | | | — | | | | | | | | | — | |
| 6 | Gender | Male: | | | | | Female: | | | | | | | | | | |
| 7 | Religion | | | | | | | | | | | | | | | | |
| 8 | Marital Status | Married: | | | | | Single: | | | | | | | | | | |
| 9 | Postal Address | | | | | | | | | | | | | | | | |
| 10 | Permanent Address | | | | | | | | | | | | | | | | |
| 11 | Email ID | | | | | | | | | | | | | | | | |
| 12 | Telephone No | Residence: | | | | | Mobile: | | | | | | | | | | |

02. ACADEMIC RECORD (Please attach all the copies of academic certificates)

| S.No | Name of Degree /Certificate/Diploma | Name of Institution/Board/University | Year of Passing | Division/ Grade/ CGPA | Any Position |
|------|-------------------------------------|--------------------------------------|-----------------|-----------------------|--------------|
| 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |

03. JOB EXPERIENCE (Start with most recent appointment / Job)

| S.No | Job Title | Name of Institution/Organization | From | To | Total Duration |
|------|-----------|----------------------------------|------|----|----------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

Total Job Experience as on closing of date of applications **Day(s) :** **Month (s):** **year (s):**

| 04. RESEARCH WORK | | |
|--------------------------|--------------|--------------------|
| S.No | Title | Particulars |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Note: Attach list of publications

| 05. TRAINING / WORKSHOPS ATTENDED | | |
|--|--------------|--------------------|
| S.No | Title | Particulars |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

| 06. SEMINAR/ CONFERANCES ATTENDED | | |
|--|--------------|--------------------|
| S.No | Title | Particulars |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

07. COMPUTER SKILLS (TICK THE RELEVANT COLUMN)

| S.No | Skills | Excellent | Good | Poor | Certificate/Diploma (if any) |
|------|--------|-----------|------|------|------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

08. LANGUAGE PROFICIENCY (TICK THE RELEVANT COLUMN)

| S.No | Language | Excellent | Good | Poor | Certificate/Diploma (if any) |
|------|----------|-----------|------|------|------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

09. REFERENCES

| S.No | Name | Institute/Organization | Designation | Contact No. |
|------|------|------------------------|-------------|-------------|
| 1 | | | | |
| 2 | | | | |

- ❖ Indicate Physical disability if any _____
- ❖ Have you obtained the N.O.C from your employer to apply for this job? YES NO N/A
- ❖ Have you ever been Dismissed Terminated Removed from service in any Government / Semi Government / Autonomous Agency? If yes provide details below:

| S.No | Name of Post | Department | Year | Reason |
|------|--------------|------------|------|--------|
| 1 | | | | |
| 2 | | | | |

- ❖ If selected how much notice period you would require for joining the position _____?
- ❖ Undertaking by the Applicant: It is solemnly affirm that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

SIGNATURE OF THE APPLICANT

DATE: _____ / _____ / 20_____

Important: Please fill in the following address slips for issuance of Test/Interview call letters:

| | |
|-----------------------|-----------------------|
| Name: _____ | Name: _____ |
| Father's Name: _____ | Father's Name: _____ |
| Postal Address: _____ | Postal Address: _____ |
| _____ | _____ |
| Phone Number: _____ | Phone Number: _____ |
| Cell No.: _____ | Cell No.: _____ |

| | |
|-----------------------|-----------------------|
| Name: _____ | Name: _____ |
| Father's Name: _____ | Father's Name: _____ |
| Postal Address: _____ | Postal Address: _____ |
| _____ | _____ |
| Phone Number: _____ | Phone Number: _____ |
| Cell No.: _____ | Cell No.: _____ |

Check List

(Please Click the Appropriate Option)

| S.No | Details of Particular | Yes | No |
|------|---|-----|----|
| 1 | 4 Passport size photographs | | |
| 2 | Copies of CNIC attached | | |
| 3 | Copies of Local / Domicile attached | | |
| 4 | Resume/Curriculum Vitae | | |
| 5 | Matric Degree | | |
| 6 | Matric (Detail Mark Sheet) | | |
| 7 | Intermediate Degree | | |
| 8 | Intermediate (Detail Mark Sheet) | | |
| 9 | Graduation Degree | | |
| 10 | Graduation (Detail Mark Sheet) | | |
| 11 | Master Degree | | |
| 12 | Master (Detail Mark Sheet) | | |
| 13 | M. Phil Certificate | | |
| 14 | Doctorate Degree | | |
| 15 | Post Doctorate Degree | | |
| 16 | All Experience Certificates (as shown / mentioned in the Employment Form) | | |
| 17 | Employment Form has completed in all respects | | |
| 18 | Pakistan Engineering Council (PEC) Registration Certificate(only for Engineers | | |
| 19 | Reference of past job has mentioned in the Employment Form | | |
| 20 | No Objection Certificate (must be attached in case of Govt:/Semi Govt/Autonomous body employee) | | |
| 21 | Fee Paid Challan No: _____ Dated: _____ Draft No: _____ Dated: _____ Postal Order No: _____ Dated: _____ | | |

Certified that I have attached all the required documents related to position applying for, in case of incomplete documents my application be rejected.

Dated:- ___ / ___ /20....

Signature of Applicant _____