Balochistan University of Information Technology, Engineering & Management Sciences





Please attach
4 recent

Photographs

BUITEMS

Quality & Excellence in Education

EMPLOYMENT FORM FOR ADMINISTRATIVE POSITIONS

Post Applied for: BPS:

Regular: Contract:

INSTRUCTION

- Application processing fee in shape of demand draft drawn in favor of Director Finance BUITEMS Quetta, must be enclosed with the application or can be deposited through Bank challan in HBL branch BUITEMS Takatu/City campus.
- Please attach CV, four recent photographs, local/domicile certificate, attested photocopies of all the educational degrees and other testimonials with the application.
- Experience Certificates as per CV must be attached with the application.
- Candidates already in service must apply through proper channel and are required to attach No Objection Certificate with applications.
- ❖ Incomplete applications or applications without demand draft/challan and N.O.C (in case of applicants already in service) shall not be accepted.
- ❖ Attach copies of all testimonials attested by the Gazetted Officer 17 or above.
- Only short listed candidates would be invited for Test/Interview.

01.	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:	Age:		
4	Local/Domicile	Province:		District:			
5	CNIC						
6	Gender	Male:		Female:			
7	Religion	Muslim:	Non Muslim:	(if non Muslim ple	ease specify) :		
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)	i
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S.N o	Name of Degree /Certificate/Diploma	Specialization / Major Subjects	Name of Institution/Board/ University	Year of Passing	Division/ Grade/ CGPA	Any Position
1	Matriculation/ 'O' Level					
2	Intermediate / 'A' Level					
3	Bachelors (Two Years)					
4	Bachelors (Four Years) Hons					
5	Masters					
6	M. Phil / MS					
7	Ph.D					
8	Other (specify)					

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

0 5	05. COMPUTER SKILLS(TICK THE RELEVANT COLUMN)						
S.No	Skills	Excellent	Good	Poor	Certificate/Diploma (if any)		
1							
2							
3							
4							
5							

06	06. LANGUAGE PROFICIENCY (TICK THE RELEVANT COLUMN)					
S.No	Language	Excellent	Good	Poor	Certificate/Diploma (if any)	
1						
2						
3						
4						

06. REFERENCES						
S.No	Name	Institute/Organization	Designation	Contact No.		
1						
2						
3						
4						

		om your employer to apply for this		NO N/A			
Ha	ve you ever been Dismissed		ved from serv	vice in any Government			
S.No	Name of Post	Department	Year	Reason			
1							
2							
know		solemnly affirm that facts & figure given by me, shall automatically d	isqualify me from the				
			DATE: /	// 20			
	t: Please fill in the following	address slips for issuance of Te		tters:			
ather's N	ame:	Father's Nam	Father's Name:				
ostal Ad	dress:	Postal Addre	ess:				
hone Nu	mber:	Phone Numl	oer:				
Cell No.:_		Cell No.:					
lame:		Name:					
Father's Name:		Father's Nam	Father's Name:				
ostal Ad	dress:	Postal Addre	ess:				
hone Nu	mber:	Phone Numl	oer:				
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 Resume/Curriculum Vitae 4 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 All Experience Certificates (as shown / mentioned in the Employment Form) 16 Employment Form has completed in all respects 17 Pakistan Engineering Council (PEC) Registration Certificate(only for 18 Engineers 19 Reference of past job has mentioned in the Employment Form No Objection Certificate (must be attached in case of Govt:/Semi Govt/Autonomous 20 body employee) Fee Paid Dated: Challan No: 21 Dated: _____ Draft No: Dated: Postal Order No:

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:-____/ ___/ Signature of Applicant_______