



BUIITEMS

Quality & Excellence in Education

Please attach
4 recent
Photographs

EMPLOYMENT FORM FOR ADMINISTRATIVE POSITIONS

Post Applied for:

BPS:

Regular:

Contract:

INSTRUCTION

- ❖ Application processing fee of Rs. 1500- (non refundable) in shape of demand draft drawn in favor of Director Finance BUIITEMS Quetta, must be enclosed with the application or can be deposited through Bank challan in HBL branch BUIITEMS Takatu/City campus.
- ❖ Please attach CV, three 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. 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Gender	Male:		Female:	
7	Religion	Muslim:	Non Muslim:		(if non Muslim please 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)

S.No	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)					

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 application: Day(s): Month (s): Year (s):

05. COMPUTER SKILLS (TICK THE RELEVANT COLUMN)

S.No	Skills	Excellent	Good	Poor	Certificate/Diploma (if any)
1					
2					
3					
4					
5					

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				

- ❖ 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: _____ Father's Name: _____ Postal Address: _____ _____ Phone Number: _____ Cell No.: _____	Name: _____ Father's Name: _____ Postal Address: _____ _____ Phone Number: _____ Cell No.: _____
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Name: _____ Father's Name: _____ Postal Address: _____ _____ Phone Number: _____ Cell No.: _____	Name: _____ Father's Name: _____ Postal Address: _____ _____ Phone Number: _____ Cell No.: _____
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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:- ___ / ___ / ___

Signature of Applicant _____