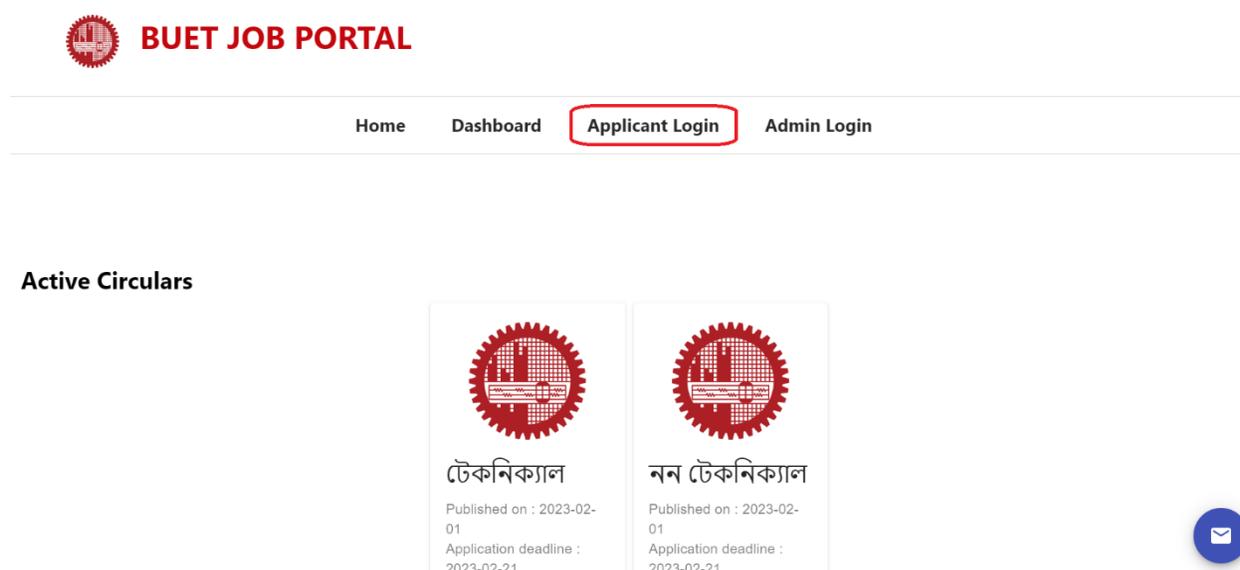
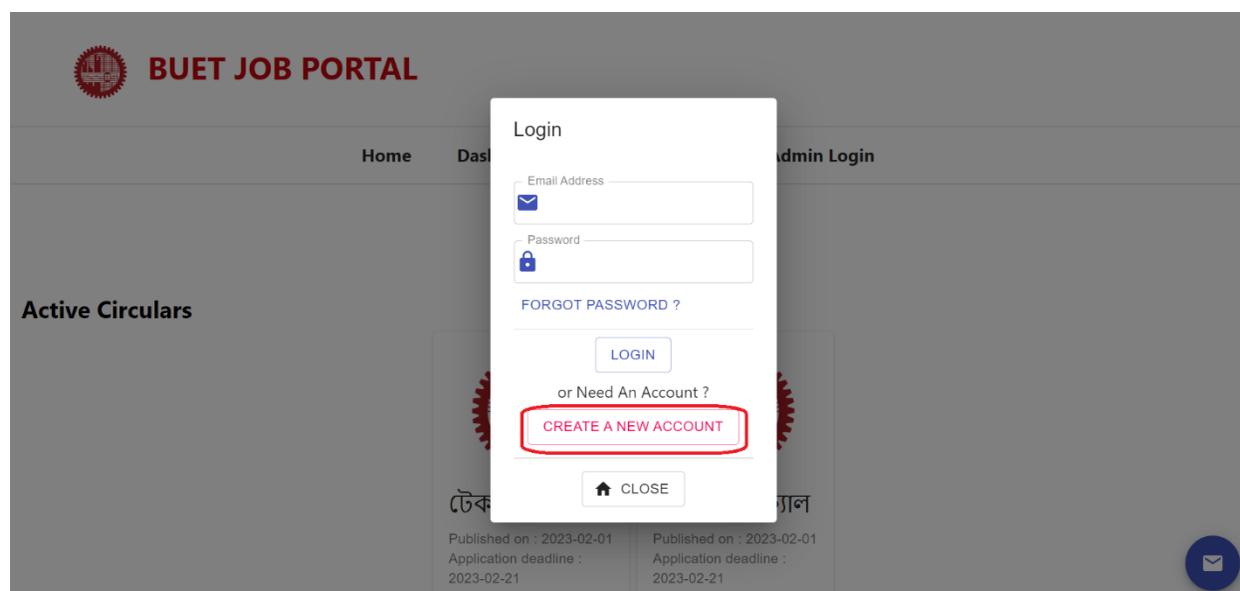


Guideline of Application through BUET Job Portal

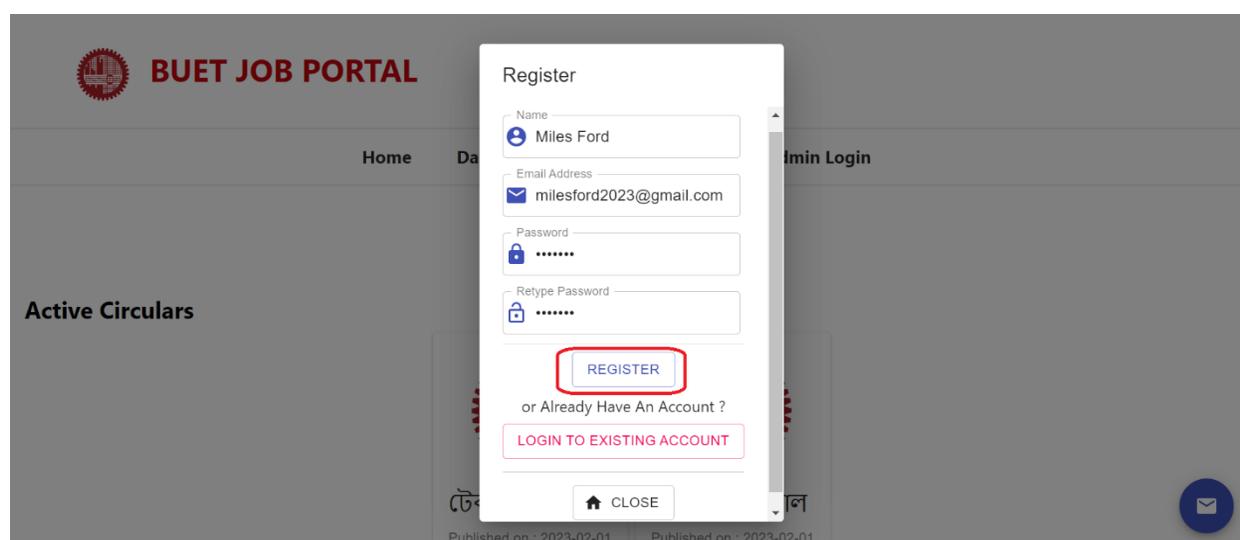
1. Go to <https://recruitment.buet.ac.bd/> and the following page will be shown:



2. Click 'Applicant Login' at the top menu and the following page will be shown:

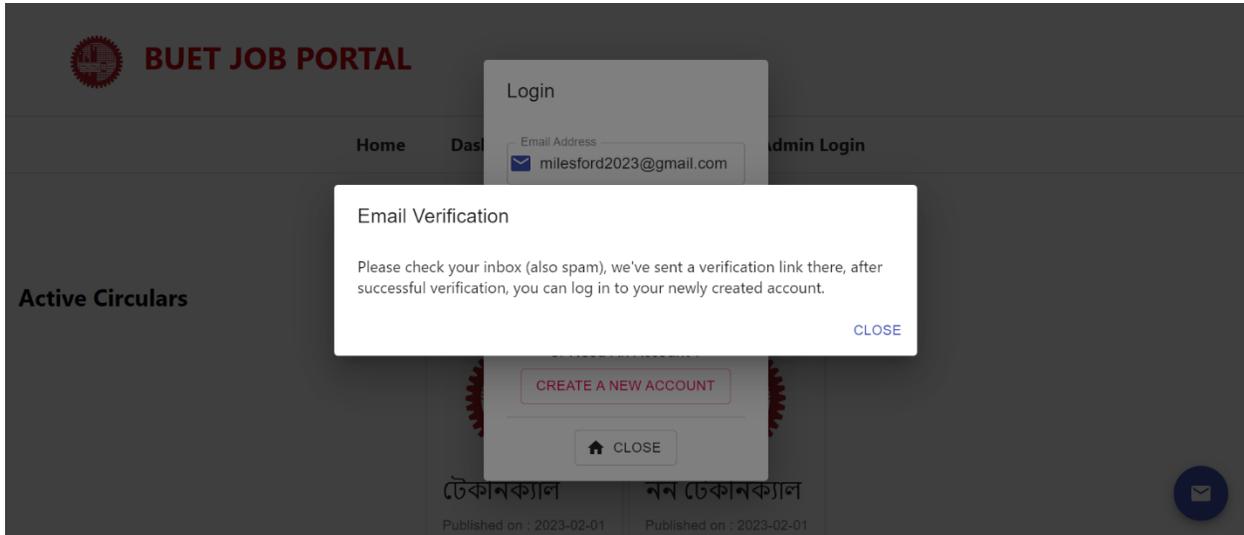


3. Click 'CREATE A NEW ACCOUNT' and the following page will be shown:

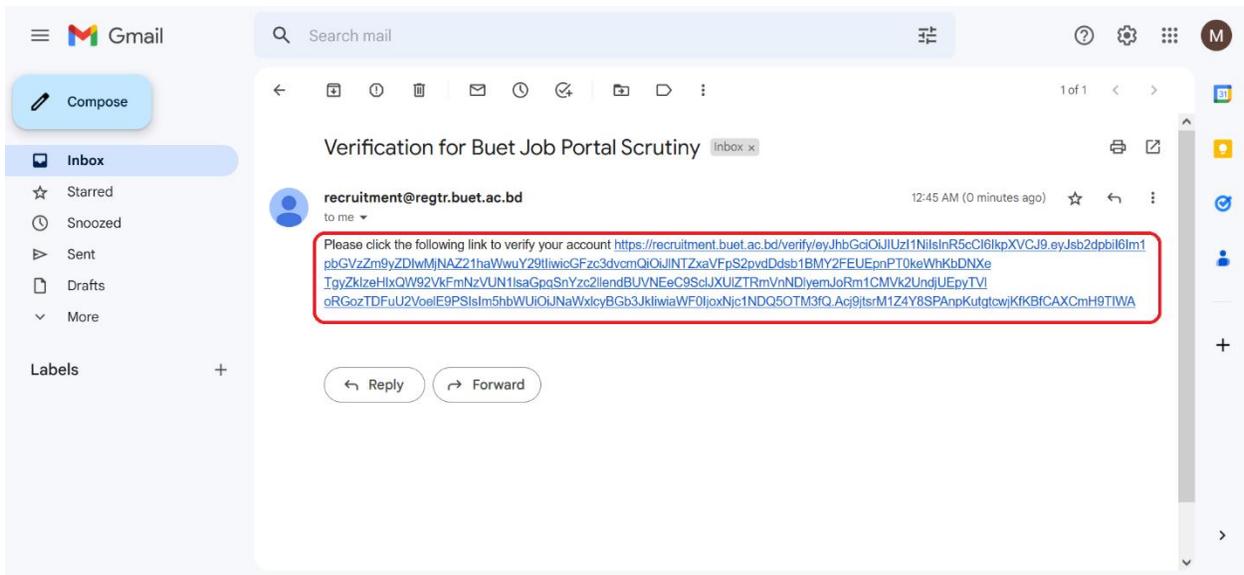


4. Input the following:
 - Name
 - Email Address
 - Password
 - Retype Password

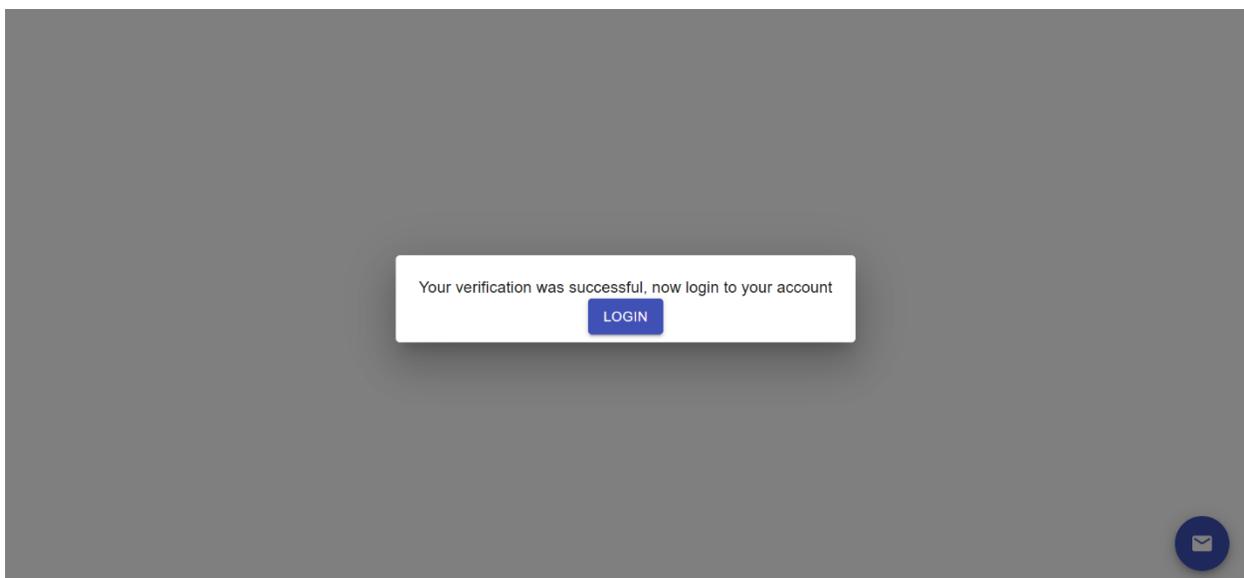
and then click 'REGISTER'. The following page will be shown.



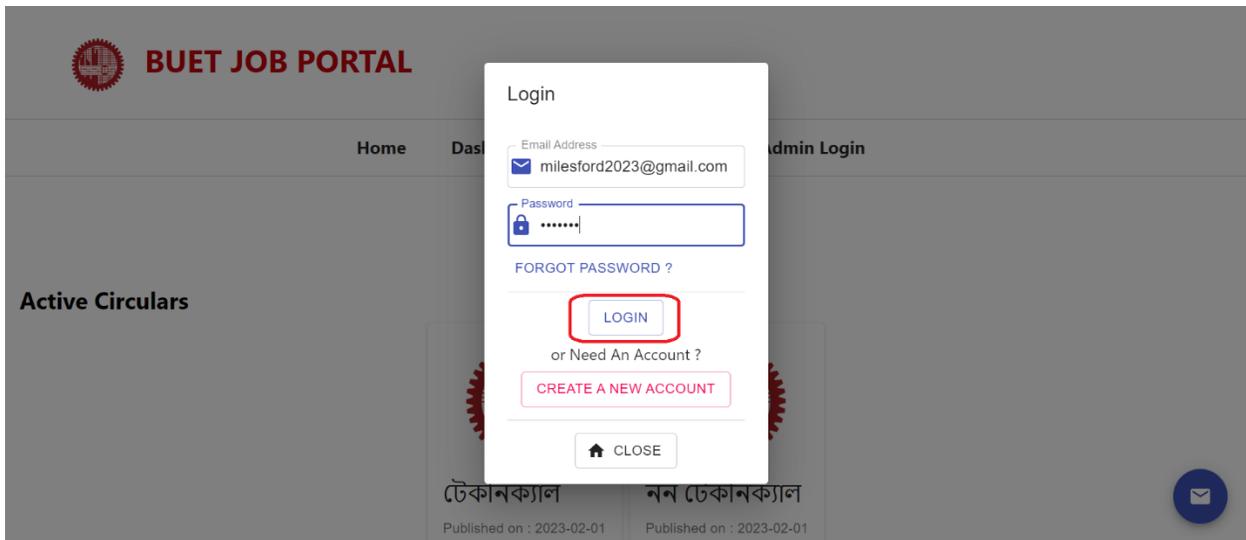
5. The system will send an email to the provided email address with a verification link.



6. Click the highlighted link and the new account will be verified.



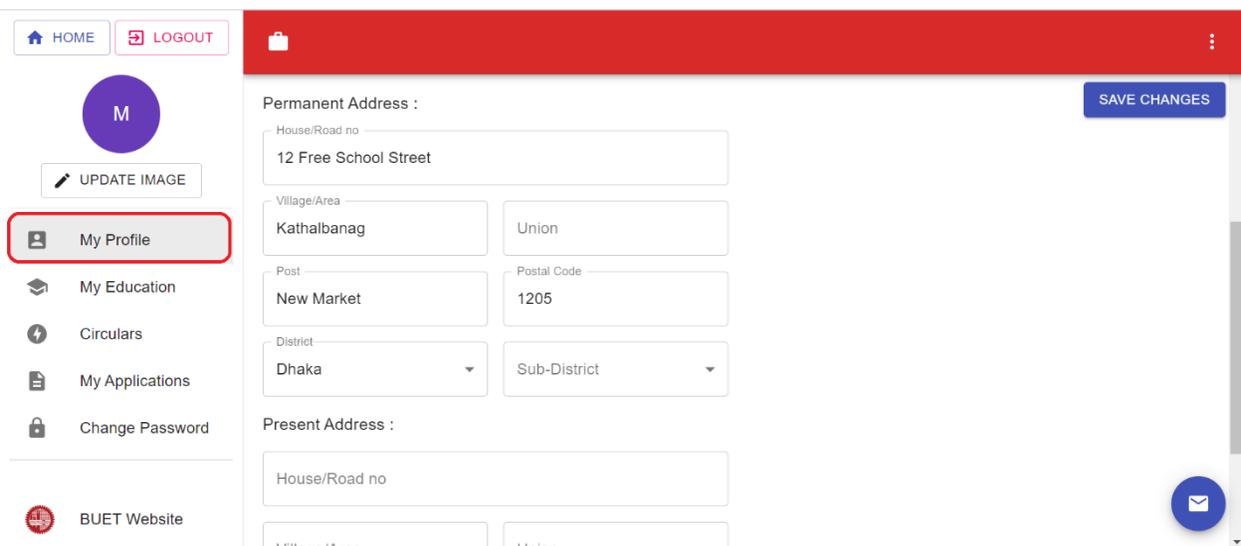
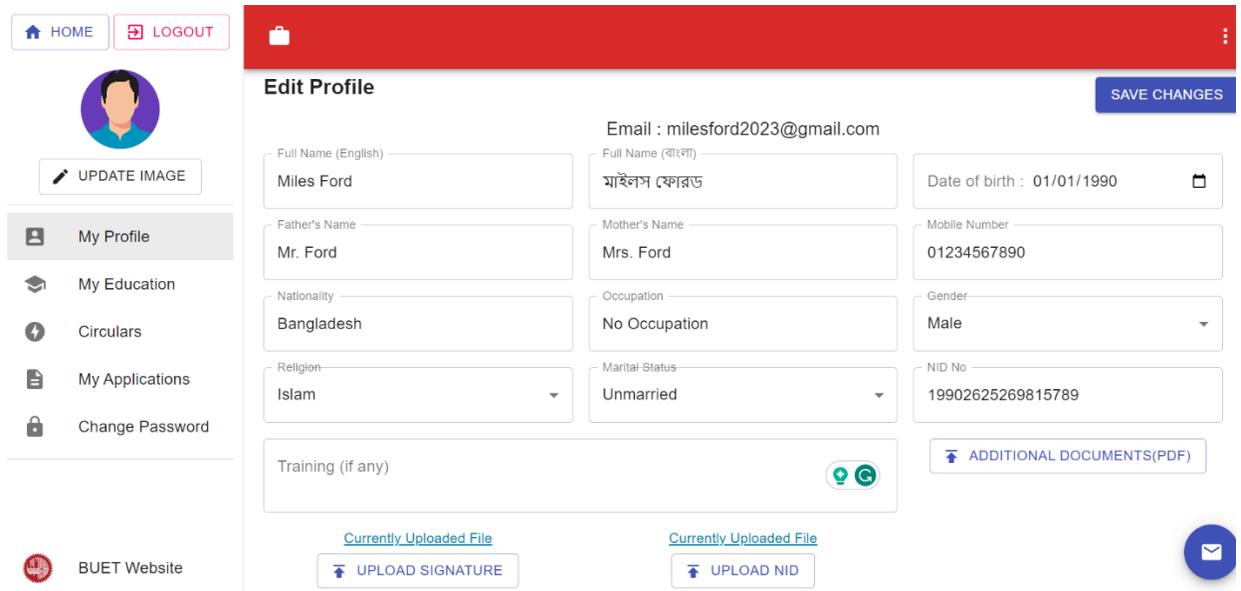
7. Now to go the Login page by clicking the 'LOGIN' button shown above or by going to the home page and click 'Applicant Login' at the top menu.



8. Input the following:

- Email Address
- Password

and then click 'LOGIN'. Upon successful login, the following page will be shown.



9. Click **'My Profile'** from the left menu and input the following as shown above:

- Full Name (English)
- Full Name (Bangla)
- Date of Birth
- Father's Name
- Mother's Name
- Mobile No.
- Nationality
- Occupation
- Gender
- Religion
- Marital Status
- National ID
- Training Information
- **Any additional documents as a single pdf (including NOC, forwarding letter, research papers, etc.)**
- Permanent Address
- Present Address

Upload the following:

- Picture (by clicking **'UPDATE IMAGE'**, must be an image)
- Signature (by clicking **'UPLOAD SIGNATURE'**, must be an image)
- NID (by clicking **'UPLOAD NID'**, must be a pdf file)

After all the input and upload, click **'SAVE CHANGES'**.

10. Then, click **'My Education'** from the left menu and the following page will be shown:

11. There are options to input education data for the following exam:

- JSC/Equivalent
- SSC/Equivalent
- HSC/Equivalent
- Diploma/Equivalent
- B.Sc./Equivalent
- M.Sc./Equivalent

Input the education data of yours and **upload the certificate/marksheet of each exam as a single pdf file** by clicking **'UPLOAD NEW PDF'**.

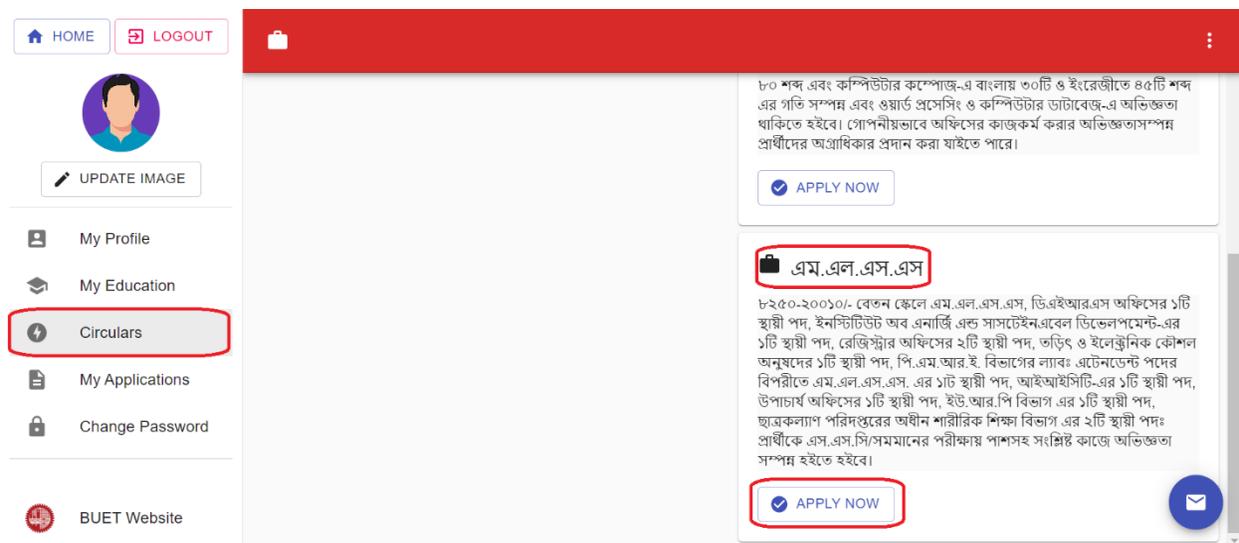
After all the input and upload, click **'SAVE CHANGES'**.

The screenshot shows a user profile dashboard with a red header. The left sidebar contains navigation options: HOME, LOGOUT, UPDATE IMAGE, My Profile, My Education (highlighted with a red box), Circulars, My Applications, and Change Password. The main content area is titled 'Education' and has a 'SAVE CHANGES' button in the top right corner. It displays four education entry forms: JSC/Equivalent, SSC/Equivalent, HSC/Equivalent, and Diploma/Equivalent. Each form includes fields for Subject, Institution, Board/University, Year, and Grade/GPA. Below each form is an 'UPLOAD NEW PDF' button and a 'remove' link for the uploaded file. The BUET Website logo is visible in the bottom left corner.

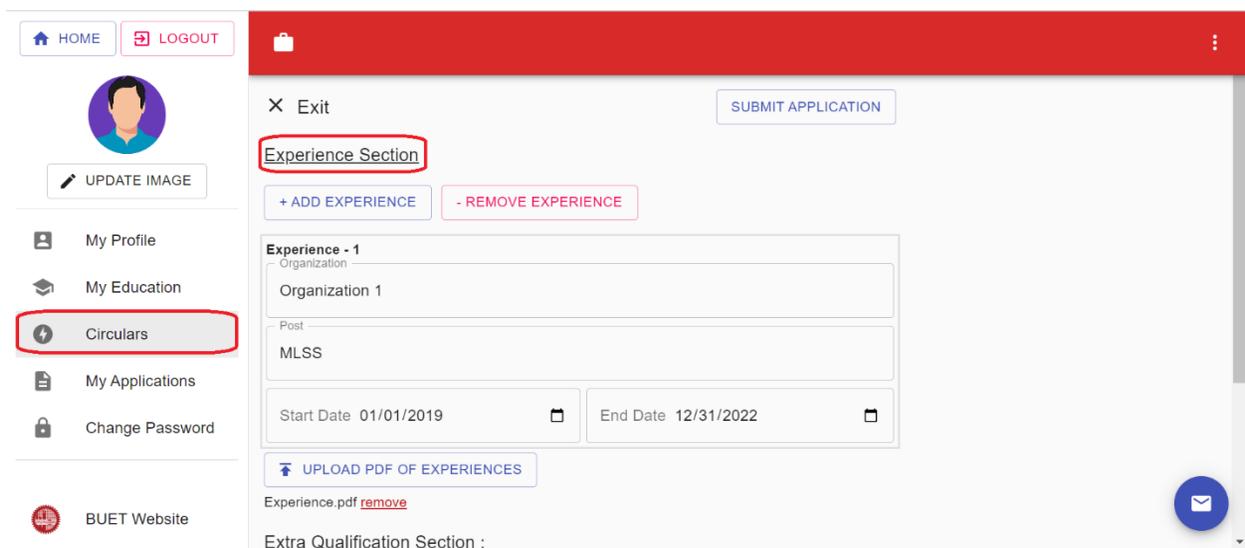
12. Then, click **'Circulars'** from the left menu and the following page will be shown:

The screenshot shows the 'Circulars' section of the user profile dashboard. The left sidebar has 'Circulars' highlighted with a red box. The main content area displays two circular notices with the BUET logo. The first notice is titled 'টেকনিক্যাল' (Technical) and the second is 'নন টেকনিক্যাল' (Non-Technical). Both notices include the text 'Published on : 2023-02-01' and 'Application deadline : 2023-02-21'. The BUET Website logo is visible in the bottom left corner.

13. Click the circular you want to apply, for example **'টেকনিক্যাল'** or **'নন টেকনিক্যাল'**. If you click **'নন টেকনিক্যাল'** the following page will be shown



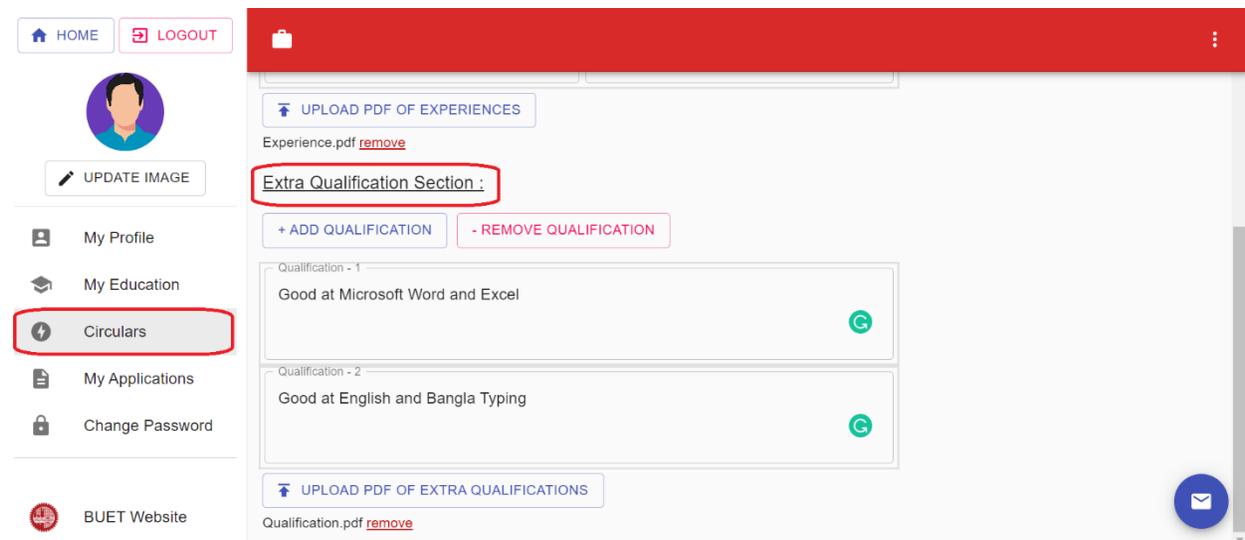
14. To apply to a specific post, click the 'APPLY NOW' button under that post and the following page will be shown



15. Input the following for your previous experiences related to this post

- Organization
- Post
- Start Date
- End Date

Multiple experiences can be provided by clicking '+ ADD EXPERIENCE'. Upload a single pdf file of all experience certificates by clicking 'UPLOAD PDF OF EXPERIENCES'.



16. Input your extra qualifications. Multiple qualifications can be provided by clicking '+ ADD QUALIFICATION'. Upload a single pdf file of all qualification certificates by clicking 'UPLOAD PDF OF EXTRA QUALIFICATIONS'.

HOME LOGOUT

UPDATE IMAGE

My Profile

My Education

Circulars

My Applications

Change Password

BUET Website

Exit SUBMIT APPLICATION

Experience Section

+ ADD EXPERIENCE - REMOVE EXPERIENCE

Experience - 1

Organization
Organization 1

Post
MLSS

Start Date 01/01/2019 End Date 12/31/2022

UPLOAD PDF OF EXPERIENCES

Experience.pdf remove

Extra Qualification Section :

17. After all the input and upload, click 'SUBMIT APPLICATION' and the following preview page will be shown

Preview

1. Name (in English) :Miles Ford

Name (in Bangla) :মাইলস ফোর্ড

2. Gender :Male

3. Father's name :Mr. Ford

4. Mother's name :Mrs. Ford

5. Occupation :No Occupation

6. Present Address :15 Joynag Road,Bakshibazar,Posta,post code: 1211,, Dhaka

7. Permanent Address :12 Free School Street,Kathalbanag,New Market,post code: 1205,, Dhaka

8. Mobile No :01234567890

9. Email :milesford2023@gmail.com

10. Dob :1990-01-01

11. Nationality :Bangladesh

12. NID :19902625269815789

13. Religion :Islam

14. Marital Status :UnMarried

15 .Education:

Name of Exam	Institute	Year of Passing	Subject	Division Class/Grade
JSC	School A	2003	N/A	4.5
SSC	School A	2005	Science	4.75
HSC		0		
DPL		0		
BSC		0		
MSC		0		

16.Experience :

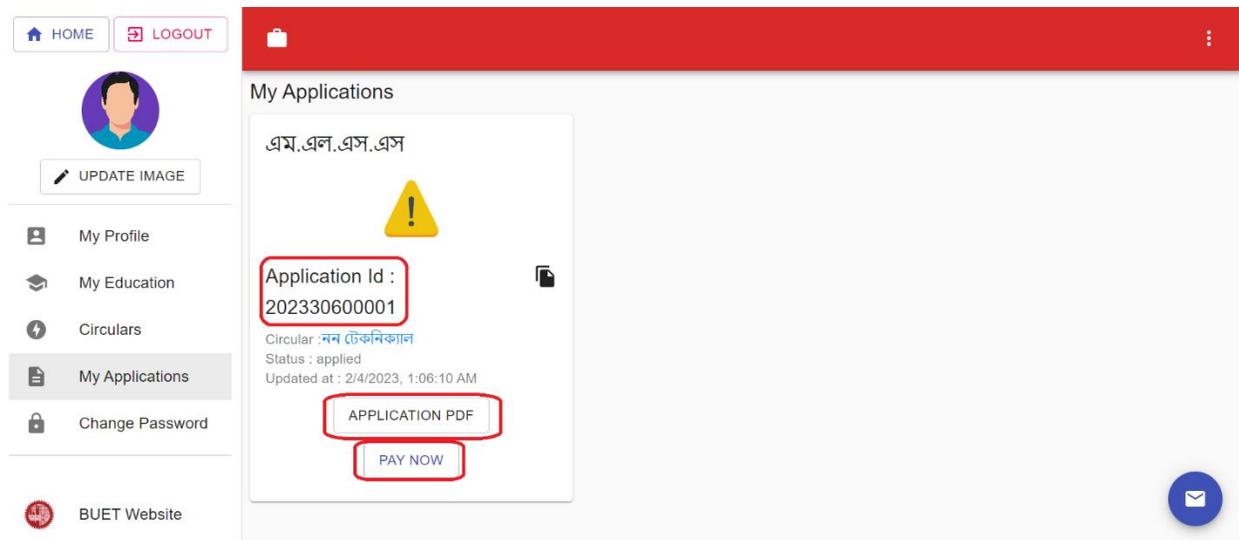
Organization	Name of the Post	Start Date	End Date
Organization 1	MLSS	2019-01-01	2022-12-31

18.Extra qualifications :

- Good at Microsoft Word and Excel
- Good at English and Bangla Typing

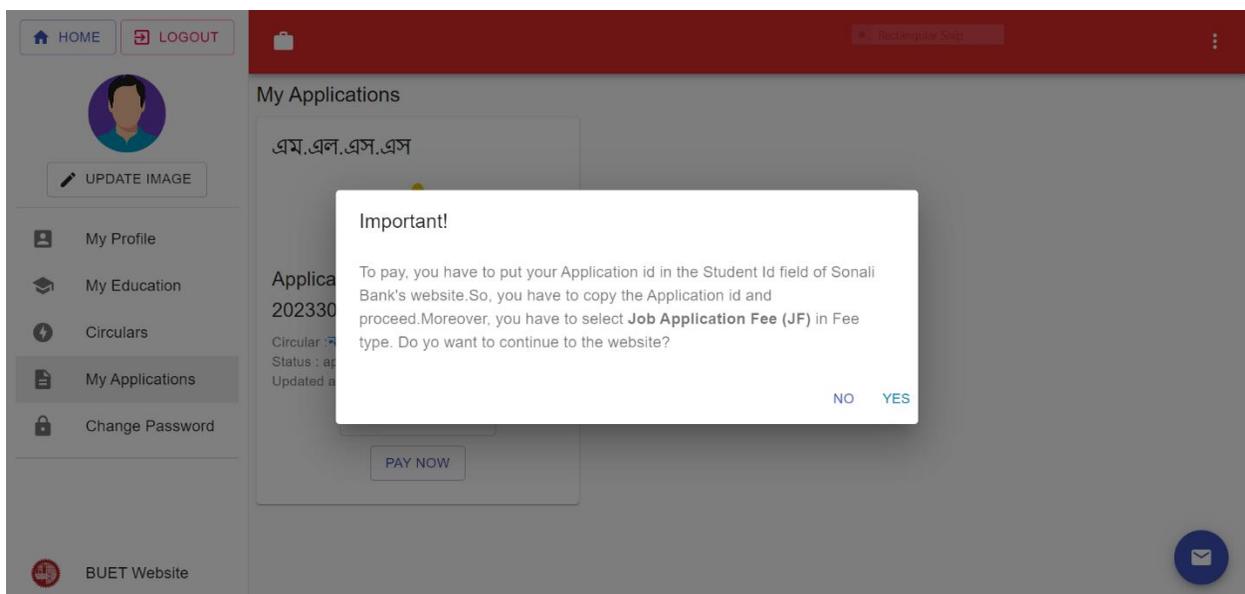
PROCEED

18. If everything looks OK, click the 'PROCEED' button and your application submission will be complete. Then, click 'My Applications' from the left menu and the following page will be shown:

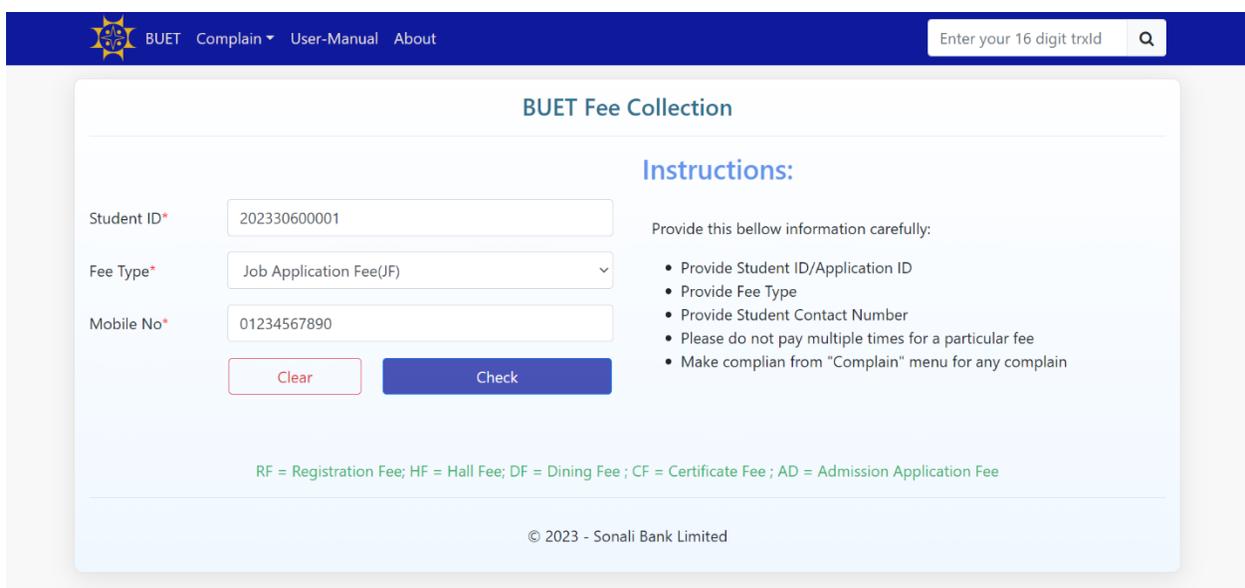


19. All the applications of yours will be listed here with Application Ids. The complete pdf of the application can be downloaded by clicking '**APPLICATION PDF**'.

20. To pay the application fee, click '**PAY NOW**' and the following page will be shown



21. The necessary instruction for payment is shown here. You will require the Application Id for payment which can be copied by clicking the button next to the Application Id. By clicking '**YES**', the system will forward you to the payment website (<https://sbl.com.bd:7070/BUET/Fee/>) as shown below



22. Input your Application Id as Student ID, Job Application Fee (JF) as Fee Type and your mobile no. used during the application and then click '**CHECK**'. It will forward to the next page as shown below

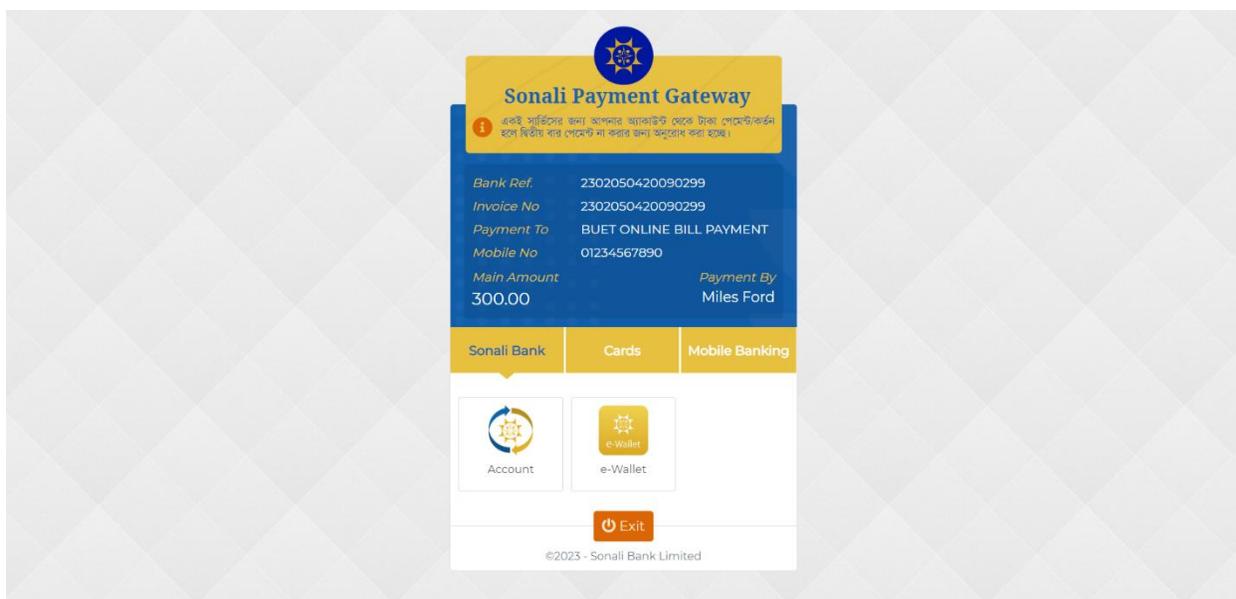
BUET Complain User-Manual About Enter your 16 digit trxld

BUET Fee Collection

Please check and make payment

Student ID*	<input type="text" value="202330600001"/>	Student ID	202330600001
Fee Type*	<input type="text" value="Job Application Fee(JF)"/>	StudentName	Miles Ford
Mobile No*	<input type="text" value="01234567890"/>	Mobile No	01234567890
	<input type="button" value="Clear"/> <input type="button" value="Check"/>	Fee Type	JF
		Amount	300.00

23. Now click 'Confirm Payment' and it will forward to the next page as shown below

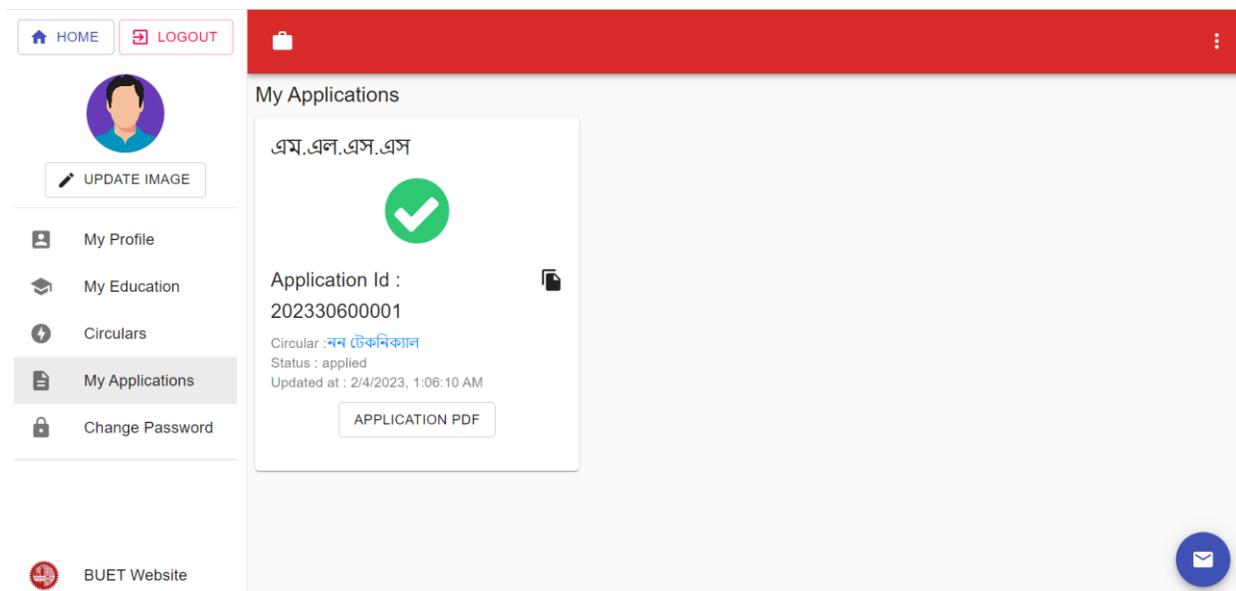


24. Now, complete the payment using your preferred option from the following

- Sonali Bank (Account/e-Wallet)
- Cards (VISA/Master/Amex/Nexus)
- Mobile Banking (bKash/Nagad/Rocket/Upay/Tap/OKWallet)

25. The payment can also be made using bKash directly. In the bKash app, under the 'Education Fee' menu, search for BUET in the 'Search Institution' and select 'BUET.' Then select Job Fee as the payment type, input your Application Id as Student ID and proceed.proceed.

26. After the successful payment, click 'My Applications' from the left menu and you will see the payment for the application is complete.



27. The application procedure and payment are complete. You can also download your admit card later (if selected) from this page.