Guideline of Application through BUET Job Portal

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



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

BUET JOB PORTAL		_	
Home	Dasi	Login	nin Login
		Password	
Active Circulars		FORGOT PASSWORD ?	
		LOGIN or Need An Account ? CREATE A NEW ACCOUNT	
	টেক	↑ CLOSE	1
	Publish Applica 2023-0	ad on : 2023-02-01 Published on : 2023-02-02- tion deadline : Application deadline : 2-21 2023-02-21	

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

BUET JOB PORTAL	Register
Home	Da Email Address
	Password
Active Circulars	Retype Password
	REGISTER or Already Have An Account ?
	টে € CLOSE , ल Published on : 2023-02-01 Published on : 2023-02-01

- 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.

\equiv 附 Gmail	Q Search mail	莊	?	۲	:::	M
Compose			1 of 1	<	>	
Inbox	Verification for Buet Job Portal Scrutiny Inbox ×			¢	Z	
☆ Starred ③ Snoozed	recruitment@regtr.buet.ac.bd	12:45 AM (O minutes ago)	☆	4	:	Ø
 Sent Drafts More 	Please click the following link to verify your account https://recruitment.buet.ac.bd/verify/eyJh pbGVzZm9yZDIvMijNAZ21haWwuY29tliwicGFzc3dvcmQiOiJINTZxaVFpS2pvdDdsb1BMY2f TgyZkIzeHIxOW92VKFmNz/UN1IsaGpgSnYzc2llendBUVNEeC9ScIJXUIZTRmVnNDlyemJo oRGozTDFuU2VoelE9PSIsIm5hbWUiOiJNaWxlcyBGb3JkliwiaWF0ljoxNjc1NDQ50TM3fQ.A	bGciOiJIUzI1NiIsInR5cCl6lkpXVCJ9 FEUEpnPT0keWhKbDNXe iRm1CMVk2UndjUEpyTVI icj9jtsrM1Z4Y8SPAnpKutgtcwjKfKBf(.eyJsb2d CAXCmH	pbil6lm1 9TIWA		*
Labels +	← Reply → Forward					+
						>

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

Your verification was successful, now login to your account	
	e

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.

BUET JOB PORTAL	Ľ	Login	
Home	Dasl	Email Address di Addre	
Active Circulars	টেকান Published o	Password Password FORGOT PASSWORD ? LOGIN or Need An Account ? CREATE A NEW ACCOUNT	9

- 8. Input the following:
 - Email Address
 - Password

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

↑ H		•		
		Edit Profile		SAVE CHANGES
		Full Name (English)	Email : milesford2023@gmail.com Full Name (বাংলা)	
8	My Profile	Father's Name	মাংলস ফোরড Mother's Name	Date of birth : 01/01/1990 Mobile Number
۲	My Education	Nationality	Mrs. Ford	Gender
0	Circulars	Bangladesh	No Occupation	Male
	My Applications	Religion	Marital Status Unmarried	NID No 19902625269815789
	Change Password	Training (if any)	Q @	ADDITIONAL DOCUMENTS(PDF)
9	BUET Website	Currently Uploaded File	Currently Uploaded File	

🔒 но		•		
	M	Permanent Address : House/Road no 12 Free School Street		SAVE CHANG
2	UPDATE IMAGE My Profile	Village/Area Kathalbanag	Union	
\$ 1	My Education	Post New Market	Postal Code 1205	
	Circulars My Applications	District Dhaka •	Sub-District -	
	Change Password	Present Address :		
•	BUET Website	House/Road no		
		Village/Area	Lisian	

🕈 НОМЕ	E LOGOUT	•		
	м	Post	Postal Code 1205	SAVE CHA
	DATE IMAGE	District Dhaka -	Sub-District -	
My	Profile	Present Address :		
ı My	Education	House/Road no		
Circ	culars	Village/Area		
My	Applications	Bakshibazar	Union	
Cha	ange Password	Posta	Postal Code 1211	
ви	ET Website	Di striat Dhaka ~	Sub-District -	

- 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:

↑ H		•			
		Education			SAVE CHANGES
		JSC/Equivalent		SSC/Equivalent	
		- Subject		Subject	
	OF DATE INIAGE	N/A		Science	
	My Profile	Institution		Institution	
		School A		School A	
-	My Education				
0	Circulars	- Board/University		Board/University	
v	onodiars	Dhaka		Dhaka	
	My Applications	Year	Grade/GPA	Year	Grade/GPA
٩	Ohanna Daamaad	2003	4.5	2005	4.75
•	Change Password				
			UPLOAD NEW PDF	Ŧ	UPLOAD NEW PDF
6			JSC.pdf remove		SSC.pdf remove
9	DUET WEDSILE	HSC/Equivalent		Diploma/Equivalent	

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'.

Education JSC/Equivalent Subject Subject Subject	
JSC/Equivalent SSC/Equivalent	GES
VPDATE IMAGE	- 1
N/A Science	
My Profile	
School A School A	
Board/University Board/University	
Circulars Dhaka Dhaka	
My Applications Year Grade/GPA Grade/GPA	
2003 4.5 2005 4.75	
ISC odf remove	
BUET Website	

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

🔒 н		•						
/	• UPDATE IMAGE	স্ক্রু টেকনিক্যাল	নন					
	My Profile	Published on : 2023-02-01	টেকনিক্যাল					
٢	My Education	Application deadline : 2023-02-21	2023-02-01 Application deadline					
0	Circulars		: 2023-02-21					
B	My Applications							
Ô	Change Password							
9	BUET Website							

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

† H		•							
		× Exit		SUBMIT APPLICATION		T			
	VPDATE IMAGE	Experience Section + ADD EXPERIENCE - REMOVE EXPE	ERIENCE			l			
	My Profile	Experience - 1				1			
	My Education	Organization 1	Organization 1						
0	Circulars	Post MI SS	Post						
	My Applications	IVILOG				1			
Ê	Change Password	Start Date 01/01/2019	End Date 12/3	1/2022					
		UPLOAD PDF OF EXPERIENCES							
9	BUET Website	Experience.pdf remove							

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 EXPERENCE'. Upload a single pdf file of all experience certificates by clicking 'UPLOAD PDF OF EXPERIENCES'.

A HO			:
		UPLOAD PDF OF EXPERIENCES Experience.pdf remove Extra Qualification Section :	
2	My Profile	+ ADD QUALIFICATION - REMOVE QUALIFICATION	- 1
0	Circulars	Good at Microsoft Word and Excel	
8	My Applications	Good at English and Bangla Typing	
•	BUET Website	UPLOAD PDF OF EXTRA QUALIFICATIONS Qualification.pdf remove	

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'.

A H			
		× Exit	
	UPDATE IMAGE	Experience Section ADD EXPERIENCE REMOVE EXPERIENCE	
	My Profile	Experience - 1	
\$	My Education	Organization 1	- 1
0	Circulars	Post	- 1
	My Applications		
ê	Change Password	Start Date 01/01/2019 End Date 12/31/2022 End	
		UPLOAD PDF OF EXPERIENCES	
	BUET Website	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	b									
Name (in Bangla) :মাইলস ফোরড										
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,Post	a,post cod	e: 1211,, ,Dhaka							
7. Permanent Address :12 Free	School Street,Kathalba	nag.New	Market.post code: 1	205 ,Dhaka						
8. Mobile No :01234567890	,	0,	,							
9 Email :milesford2023@gmail	com									
10 Dob :1990-01-01										
10.000.1000-01-01										
11. Nationality :Bangladesh										
12. NID :19902625269815789										
13. Religion :Islam										
14.Marital Status :UnMarried										
15 .Education:										
Name of Exam	Institute	Year of Pa	assing	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 D	Date				
Organization 1	MLSS			2019-01-01	2022-	12-31				
18.Extra qualifications :										
 Good at Microsoft Word a Good at English and Ban	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:

А н		•		
		My Applications		
-	VPDATE IMAGE	এম.এল.এস.এস		
	My Profile	<u>_</u>		
٢	My Education	Application Id :	Ē	
0	Circulars	202330600001 Circular :নন টেকনিক্যাল		
B	My Applications	Status : applied Updated at : 2/4/2023, 1:06:10 AM		
Ô	Change Password			
•	BUET Website			

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

A H		•		
	UPDATE IMAGE	My Applic এম.এল.	ations এস.এস	
8 * 0 1	My Profile My Education Circulars My Applications Change Password	Applica 202330 Circular := Status : ar Updated a	Important! To pay, you have to put your Application id in the Student Id field of Sonali Bank's website.So, you have to copy the Application id and proceed.Moreover, you have to select Job Application Fee (JF) in Fee type. Do yo want to continue to the website? NO YES	
•	BUET Website			C

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 (<u>https://sbl.com.bd:7070/BUET/Fee/</u>) as shown below

	BUET Fee	Collection
		Instructions:
Student ID*	202330600001	Provide this bellow information carefully:
Fee Type*	Job Application Fee(JF)	Provide Student ID/Application ID Provide Fee Type
Mobile No*	01234567890	 Provide Student Contact Number Please do not pay multiple times for a particular fee
	Clear Check	Make complian from "Complain" menu for any complain
	RF = Registration Fee; HF = Hall Fee; DF = Dining Fee	e; CF = Certificate Fee ; AD = Admission Application Fee

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 Fee Collection	
		Please	check and make payment
Student ID*	202330600001	Student ID	202330600001
Fee Type*	Job Application Fee(JF)	↓ StudentName	Miles Ford
Mobile No*	01234567890	Mobile No	01234567890
		Fee Туре	JF
	Clear Check	Amount	300.00

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

Bank Ref. 2302050420090299 Invoice No 2302050420090299 Payment To BUET ONLINE BILL PAYMENT Mobile No 01234567890 Main Amount Payment By 300,00 Miles Ford	Sonali একই সার্ভিদেন হল দিন্তা বল	Payment Gateway জনা আপনার আরাউউ থেকে টাকা পেমেন্ট/কর্তন পমেন্ট না করার জনা অনুরোধ করা হয়ে।	
Sonali Bank Cards Mobile Banking	Bank Ref. Invoice No Payment To Mobile No	2302050420090299 2302050420090299 BUET ONLINE BILL PAYMENT 01234567890	
	300.00 Sonali Bank	Cards Mobile Banking	
		e wallet	

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.

A H			:
		My Applications	
	VPDATE IMAGE	এম.এল.এস.এস	
	My Profile		
\$	My Education	Application Id :	
0	Circulars	Circular :নন টেকনিক্যাল Status : applied	
8	My Applications	Updated at : 2/4/2023, 1:06:10 AM	
Ô	Change Password	APPLICATION PDF	
٩	BUET Website		۲

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