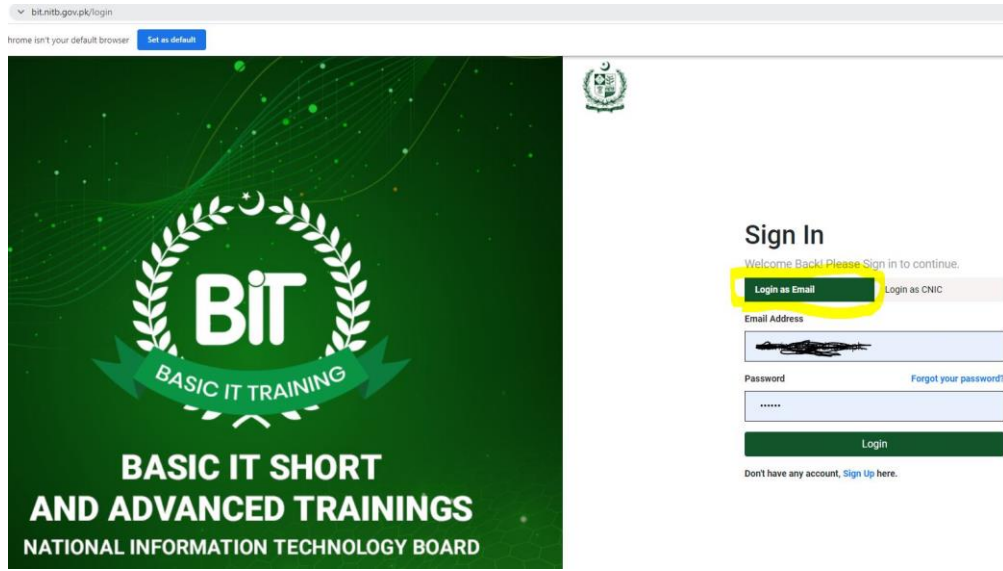


Guidelines for Filling of BIT Nomination Form

Case 1: (New Candidates applying First time)

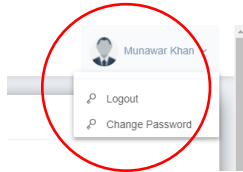
(پہلی بار درخواست دینے والے نئے امیدوار)

- a. Type on browser: <https://bit.nitb.gov.pk/> . Following **sign in** screen will appear



- b. Select **Login as Email** (as Highlighted). Enter Your **email address** and Password (test12345678)(do not forget to change your password immediately afterwards)

c.



- d. press **sign up**. **Register** Screen will appear (Shown below).

Register

Name

CNIC

Phone Number

E-Mail Address

Password

Confirm Password

Register

Already have an account, Please [Sign In](#) here.

- e. Fill-in all the entries in the register screen carefully and then finally press **Register**. Verification Screen appears.

The screenshot shows the verification screen of the NITB portal. At the top, a yellow banner reads "Thank you for registering with us. Verify your mobile and email address." Below this, the "VERIFICATION:" section contains two buttons: "EMAIL VERIFICATION: VERIFY" and "MOBILE VERIFICATION: VERIFY". Underneath, there is an "UPDATE PROFILE" section with a form containing the following fields: Qualification (dropdown), Gender (dropdown), Address line 1 (text input), Address line 2 (text input), Province (dropdown), District (dropdown), Tense (dropdown), Date of birth (text input with format dd-mm-yyyy), Mobile Number (text input with value 0333-0142358), and Phone Number (text input). A "SUBMIT" button is located at the bottom right of the form.

- f. At Verification Screen click on **Verify** button following the text "**EMAIL VERIFICATION**", and press **SEND CODE?**. A code will be send to you provided email address. Open your email (check Junk email also if not found in inbox) and get code from there and type it in Box of NITB portal and click **SUBMIT** button. Similarly verify your cell No.

تصدیقی اسکرین پر "EMAIL VERIFICATION" کے متن کے بعد Verify بٹن پر کلک کریں، اور **SEND CODE** دبائیں؟ فراہم کردہ ای میل ایڈریس پر ایک کوڈ بھیجا جائے گا۔ اپنا ای میل کھولیں (ان باکس میں نہ ملنے پر جنک ای میل بھی چیک کریں) اور وہاں سے کوڈ حاصل کریں اور اسے NITB پورٹل کے باکس میں ٹائپ کریں اور **SUBMIT** بٹن پر کلک کریں۔ اسی طرح اپنے سیل نمبر کی تصدیق کریں۔

After verification of Email and Cell No, fill the other fields on the page and press **SUBMIT**. Now your Profile is completed.

Now on the navigator at left hand side click on **application** → **Apply** then **APPLICATION FOR PROMOTION** screen will appear.

Application for Promotion

Course
Select Your Course

Employee
-- Employee of --

Ministry
Select Your Ministry

Division
Select Division

BPS
Select Bps Scale

Province
Province

Exam City
Please select a exam city

Office Address
Official Address

Department
Select Department

Designation
Select designation

Office City
Please select a Office city

Office Number
Official Contact Number

SUBMIT

Fill the fields carefully:

Course: Course You are applying for

Employee: If you are posted/serving in some Ministry/Division then Select Division.
If you are posted/serving in some department then select Department.

Fill other fields by choosing option from corresponding drop down.

Finally press **SUBMIT**.

Remember, that if your Focal Person detail has been arrived at NITB, then your application will automatically be transferred to your Focal Person Desk, otherwise your application will be rejected. So make sure that your department has nominated Focal Person and his/her detail on Form provided at nitb.gov.pk has been sent to NITB.

یاد رکھیں، اگر آپ کے فوکل پرسن کی تفصیلات NITB پر پہنچ چکی ہیں، تو آپ کی درخواست خود بخود آپ کے فوکل پرسن ڈیسک کو منتقل ہو جائے گی، بصورت دیگر آپ کی درخواست مسترد کر دی جائے گی۔ لہذا اس بات کو یقینی بنائیں کہ آپ کے محکمہ نے فوکل پرسن کو نامزد کیا ہے اور nitb.gov.pk پر فراہم کردہ فارم پر اس کی تفصیلات NITB کو بھیج دی گئی ہیں۔

Case:2 (Candidates who have passed LDC/UDC exam and applying for Assistant.)

(وہ امیدوار جنہوں نے LDC/UDC کا امتحان پاس کیا ہے اور اسسٹنٹ کے لیے درخواست دے رہے ہیں۔)

- a. Type on browser: <https://bit.nitb.gov.pk/> . Following **sign in** screen will appear

Sign In
Welcome Back! Please Sign in to continue.

Login as Email **Login as CNIC**

CNIC
[Redacted]

Password [Forgot your password?](#)
[Redacted]

Login

Don't have any account, [Sign Up here.](#)

- b. Select **Login as CNIC** (Yellowish button). Enter Your **CNIC** (Format: xxxxx-xxxxxxx-x) and Password (secret)(do not forget to change your password immediately afterwards) and press **Login**. **Welcome** Screen will appear (Shown below).

Welcome [Redacted]

Thank you for registering with us. The first step is to complete your profile. After that you are allow to apply for short or advance courses.

Course Application Requests

| SR:# | Applicant Name | Course | Applying Last Date | Ministry | Division | Department | Designation | BPS |
|-------|----------------|----------------------------------|--------------------|----------|----------|------------|-------------|-----|
| 13760 | [Redacted] | Short Course (Promotion-3 Weeks) | 2021-11-01 | Others | Others | Others | | |

Munawar Khan ▾

- Logout
- Change Password

- c. Now on the navigator at left hand side click on **Profile**. Verification Screen appears.

- d. At Verification Screen click on **Verify** button following the text “**EMAIL VERIFICATION**”, and press **SEND CODE?**. A code will be send to you provided email address. Open your email (check Junk email also if not found in inbox) and get code from there and type it in Box of NITB portal and click **SUBMIT** button. Similarly verify your cell No.

تصدیقی اسکرین پر "EMAIL VERIFICATION" کے متن کے بعد Verify بٹن پر کلک کریں، اور **SEND CODE** دبائیں؟ فراہم کردہ ای میل ایڈریس پر ایک کوڈ بھیجا جائے گا۔ اپنا ای میل کھولیں (ان باکس میں نہ ملنے پر جنک ای میل بھی چیک کریں) اور وہاں سے کوڈ حاصل کریں اور اسے NITB پورٹل کے باکس میں ٹائپ کریں اور **SUBMIT** بٹن پر کلک کریں۔ اسی طرح اپنے سیل نمبر کی تصدیق کریں۔

After verification of Email and Cell No, fill the other fields on the page and press **SUBMIT**. Now your Profile is completed.

- e. Now on the navigator at left hand side click on **application** → **Apply** then **APPLICATION FOR PROMOTION** screen will appear (shown below).

Fill the fields carefully:

Course: Course You are applying for

Employee: If you are posted/serving in some Ministry/Division then Select Division.

If you are posted/serving in some department then select Department.

Fill other fields by choosing option from corresponding drop down.

Finally press **SUBMIT**.

Remember, that if your Focal Person detail has been arrived at NITB, then your application will automatically be transferred to your Focal Person Desk, otherwise your application will be rejected. So make sure that your department has nominated Focal Person and his/her detail on Form provided at nitb.gov.pk has been sent to NITB.

یاد رکھیں، اگر آپ کے فوکل پرسن کی تفصیلات NITB پر پہنچ چکی ہیں، تو آپ کی درخواست خود بخود آپ کے فوکل پرسن ڈیسک کو منتقل ہو جائے گی، بصورت دیگر آپ کی درخواست مسترد کر دی جائے گی۔ لہذا اس بات کو یقینی بنائیں کہ آپ کے محکمہ نے فوکل پرسن کو نامزد کیا ہے اور nitb.gov.pk پر فراہم کردہ فارم پر اس کی تفصیلات NITB کو بھیج دی گئی ہیں۔

Case:3 (Failed or Absentees)

Failed and Absentees need not apply again. VU would send fee voucher to these candidates at their email address provided 10 days before conducting the exam of upcoming BIT Batch.

Remember: Make sure that your department has nominated Focal Person and detail has been sent to NITB result card will only be sent to the Focal Person.

ناکام اور غیر حاضر افراد کو دوبارہ درخواست دینے کی ضرورت نہیں ہے۔ VU آئندہ BIT بیچ کے امتحان کے انعقاد سے

10 دن پہلے ان امیدواروں کو ان کے ای میل پتے پر فیس واؤچر بھیجے گا۔

یاد رکھیں: یقینی بنائیں کہ آپ کے محکمہ نے فوکل پرسن کو نامزد کیا ہے جس کی تفصیل NITB کو بھیج دی گئی ہے۔

رزلٹ کارڈ صرف فوکل پرسن کو بھیجا جائے گا۔