

# Job Portal User Manual

Version 2.1.0



In case of any query, email to:

[meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

[jawad@uop.edu.pk](mailto:jawad@uop.edu.pk)

## 1. Access the Signup Page

1. Open your browser and go to the following link:



<https://portal.uop.edu.pk/Login/UserSignUp?PrivateKey=uop%2Fmc&UserType=Employee&LoginType=Apply>

2. You will see the following **Sign Up** page:

The image shows a 'Sign up' form for the University of Peshawar. The form is centered on a white background with a blue border. At the top is the university's logo, which includes a shield with a sun, a crescent moon, and mountains, with the text 'UNIVERSITY OF PESHAWAR' below it. Below the logo is the text 'Sign up'. There are four input fields: the first is for 'Email/Contact/CNIC Or Any Unique UserName here...', the second is for 'Name here...', the third is for 'Password here...', and the fourth is for 'Confirm Password...'. Below the fields is a green button labeled 'Create Account'. At the bottom of the form, there is a link that says 'Already have an account? Sign in'.

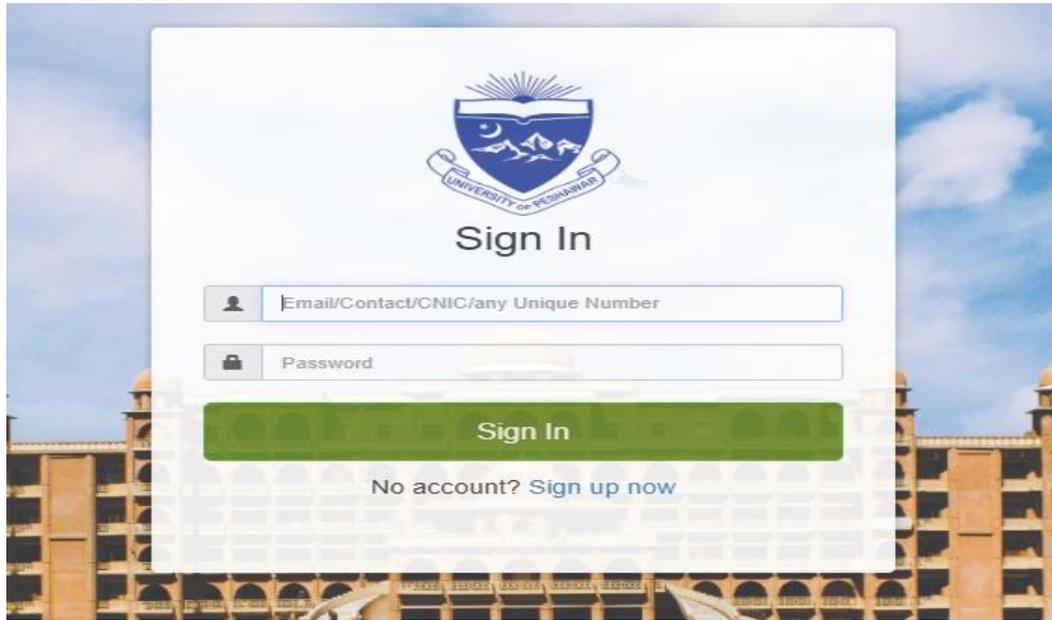
3. On this page, fill in the required information:

- **Email/Contact/CNIC/Username:** Enter a valid email address, contact number, CNIC, or a unique username.
- **Name:** Type your full name.
- **Password:** Enter a secure password and **Confirm Password**

4. Click on the green **Create Account** button to proceed. If you already have an account, click **Sign in** at the bottom to log in.

## 2. Sign In to Your Account

If you already have an account, click on **Sign-In** The following **Sign In** screen will appear:



1. Enter your:
  - **Username/Email/CNIC/Contact Number and Password**
2. Click on the **Sign In** button to access your account. If you don't have an account yet, click **Sign up now** to register.

### 3. Candidate Dashboard:

After successfully signing in, you will be redirected to your **Candidate Dashboard**, as shown below:

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## ONLINE JOB PORTAL

Show 5 entries Search:

### Active Jobs

Select Advertisement [Adv No. 1/2025] Assistant Professors (BPS-19)

S.No	Job Title	Expiry Date	Action
1	Assistant Professor in History at Department of History	Tuesday, May 20, 2025	<a href="#">Apply Now!</a>
2	Assistant professor in Pakistan Studies (Female) at Jinnah College for Women	Tuesday, May 20, 2025	<a href="#">Apply Now!</a>
3	Assistant professor in Pakistan Studies (Female) at Jinnah College for Women	Tuesday, May 20, 2025	<a href="#">Apply Now!</a>
4	Assistant professor in Urdu (Female) at Jinnah College for Women	Tuesday, May 20, 2025	<a href="#">Apply Now!</a>
5	Assistant professor in Mathematics (Female) at Jinnah College for Women	Tuesday, May 20, 2025	<a href="#">Apply Now!</a>

Showing 1 to 5 of 65 entries Previous 1 2 3 4 5 ... 13 Next

### Your Applied List

S.No	Form No	Applied Date	Applied For	Payment Status	Form Status	Action
---	---	-----	Assistant Professor in Pharmacy,	0829091033571	Provisionally	...

This dashboard includes the following features:

### ◆ Active Job Listings

- You will see a list of current job openings under the **Active Jobs** section.
- Each listing shows:
  - **Job Title**, **Expiry Date** (last date to apply) and **Action** button labeled **Apply Now!**

### ◆ Select Advertisement

- Use the drop-down menu titled **Select Advertisement** to filter or switch between different job advertisements.

### ◆ Pagination and Search

- You can search for specific positions using the **Search** box. Navigate through job listings using the **page numbers** at the bottom.

### ◆ Application Tracking (Below the fold)

- Once you apply for a position, your application status—including payment and submission info—will be shown in a section below this table.

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## Applying for a Position

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1. To apply for a desired position, locate it in the **Active Jobs** list on your dashboard.
2. Click the orange **Apply Now!** button next to the job title you want to apply for:



Active Jobs			
Select Advertisement [Adv No. 1/2025] Assistant Professors (BPS-19)			
S.No	Job Title	Expiry Date	Action
1	Assistant Professor in History at Department of History	Tuesday, May 20, 2025	Apply Now!
2	Assistant professor in Pakistan Studies (Female) at Jinnah College for Women	Tuesday, May 20, 2025	Apply Now!
3	Assistant professor in Pakistan Studies (Female) at Jinnah College for Women	Tuesday, May 20, 2025	Apply Now!

3. This will take you to the application form, where you will begin filling in your personal, academic, and professional details in a step-by-step manner.

### Step - 1: Fill Personal Information

After clicking **Apply Now**, you will be redirected to **Step-1** of the application form. This step requires you to enter your **Personal Information**.

**Details to Fill May Include** (as shown on the attached screen):

- Full Name, CNIC Number, Contact Details, Gender, Date of Birth, Address, Domicile Information, etc.

Make sure all the information entered is accurate and matches your official documents.

✔ Once completed, click **Save and Next** to proceed to the next step.

## Step – 2: Enter Academic Qualifications

In this step, you are required to provide your **Academic Qualification Details**, starting from **Matriculation** up to **Ph.D.** (if applicable).

### Information Typically Required:

- Degree Title (e.g., Matric, F.Sc., B.A., M.A., M.Phil, Ph.D.), Year of Passing, Institution Name, Board/University, Marks Obtained / CGPA, Total Marks / CGPA Scale etc.

 Enter each qualification one by one in the form provided.

 Once you've entered all your academic records, click the **"Save and Next"** button to proceed to the next step.

## Step – 3: Enter Formal Training or Education Details

In this step, enter information about any **Formal Training or Education** you have received beyond academic qualifications.

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### Assistant Professor in Pharmacy, Department of Pharmacy

**Time Left**  
15d 14h 42m 41s

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STEP 3 OF 9 – FORMAL TRAINING OR EDUCATION

Institute Name	Training Type	Start Date	End Date	Diploma/ Certificate Title	Action
M.Ed.	Education	13-May-2025	22-May-2025	Diploma	<input data-bbox="1429 898 1453 930" type="button" value="+"/>

Instruction:- Steric (\*) fields are mandatory.

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### Required Details:

- Name of the Institute, Type of Training, Start Date and End Date, Diploma/Certificate Title and Details

**+** If you have attended more than one training session or course, click the **"+"** icon to add additional entries.

After completing this section, click **"Save and Next"** to proceed.

## Step – 4: Enter Employment Record

In this step, you need to provide details about your **Employment History**.

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**Assistant Professor in Pharmacy, Department of Pharmacy**

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15d 14h 42m 5s

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STEP 4 OF 9 – EMPLOYMENT RECORDS

Name of Institute/ Organization	Designation	BPS	Nature of Job	Job Type	From Period	To Period	Action
UoP	Lecturer	18	Permanent x *	Teaching x *	05-May-2013	04-May-2018	
UoP	Lecturer	18	Permanent x *	Teaching x *	05-May-2013	04-May-2018	

[Previous](#) Instruction:- Steric (\*) fields are mandatory. [Save and Next](#)

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### Information Required:

- **Name of Organization, Designation, Nature of Job** (e.g., Full-Time, Part-Time, Contractual), **Start Date** and **End Date**, Additional job-related details (if applicable)
- +** If you've held multiple positions, click the “+” icon to add each one separately.
- Once all records are added, click “**Save and Next**” to proceed to the next section of the form.

## Step – 5: Enter Research Publications

If you have authored or co-authored any **Research Publications**, you will need to enter their details in this step.

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**Assistant Professor in Pharmacy, Department of Pharmacy**

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STEP 5 OF 9 – RESEARCH PUBLICATIONS

Journal Name	ISSN	Online ISSN	Country of Journal	Title of Article	Type of Publication	Volume No	Issue No	Publication Date	URL of Article	Category	Action
Journal of Earth Scie	12121	234234	Pakistan	Abc Title of the artic	Original Arti... x *	21	12	04-May-2025	www.google.com	X x *	

[Previous](#) Instruction:- Steric (\*) fields are mandatory. [Save and Next](#)

Note: In case of any query, please email on: [meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

### Required Information:

- **Journal Name, Title of Publication, ISSN, Volume, Issue, Category** (e.g., HEC Recognized, International, Local)
- +** For multiple publications, click the “+” icon to add each one individually.
- After entering your publication details, click “**Save and Next**” to continue.

## Step – 6: Enter Postgraduate Research Details

In this step, provide information about your **Postgraduate Research Work**.

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**Assistant Professor in Pharmacy, Department of Pharmacy**

**Time Left**  
15d 14h 40m 10s

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STEP 6 OF 9 – POSTGRADUATE RESEARCH

Nature Of Research	Name Of Institution	Name Of Professor	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	+

[Previous](#) Instruction: Steric (\*) fields are mandatory. [Save and Next](#)

Note: In case of any query, please email on: [meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

### Information to Provide:

- **Nature of Research** (e.g., Thesis, Dissertation, Project), **Professor/Supervisor’s Name, Institute Name, Additional research details** (if applicable)
- ✚ If you have conducted multiple research projects, click the “+” icon to add each one separately.
- Once completed, click “**Save and Next**” to move forward in the application process.

## Step – 7: Enter Country Visit Details

In this step, you need to provide details of any **Countries you have visited** for academic, professional, or other relevant purposes.

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**Assistant Professor in Pharmacy, Department of Pharmacy**

**Time Left**  
15d 14h 39m 39s

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STEP 7 OF 9 – COUNTRY VISITED

Country Name	Visit Duration	Visit Purpose	Action
China	4 weeks	Postdoc	+
US	3 months	Summer camp	+

[Previous](#) Instruction: Steric (\*) fields are mandatory. [Save and Next](#)

Note: In case of any query, please email on: [meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

### Information Required:

- **Name of Country, Nature of Visit** (e.g., Conference, Training, Study, Official Tour, Personal), **Start Date and End Date / Duration of Stay, Purpose of Visit**
- ✚ If you have visited multiple countries, click the “+” icon to add each one.
- After entering the required details, click “**Save and Next**” to proceed.

## Step – 8: Provide Other Details

In this step, you can provide **additional information** that may support your application.

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## Assistant Professor in Pharmacy, Department of Pharmacy

**Time Left**  
15d 14h 39m 6s

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STEP 8 OF 9 → OTHER DETAILS

Misc Experience	<input type="text" value="I remained the member of academic council."/>
Memberships	<input type="text" value="academic council, board of studies, board of faculties, syndicate member"/>
Reference1	<input type="text" value="Dr. Ref1, UoP"/>
Reference2	<input type="text" value="Dr. Ref2, Professor, UoP"/>

[Previous](#) Instruction:- Steric (\*) fields are mandatory.

Note: In case of any query, please email on: [meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

### Optional Details You May Include:

- **Miscellaneous Experience** (e.g., workshops, special projects), **Memberships** (e.g., Professional Bodies, Academic Societies), **References** (Names, contact information, designations)

 **This section helps provide a broader picture of your professional background. Fill in the relevant fields, if applicable.**

- Once all applicable details are entered, click **“Save and Next”** to continue to the final steps.

## Step – 9: Final Undertaking, Submission & Payment

In the **final step** of the application:

### **Undertaking Declaration:**

- You will be asked to **confirm** that all the information you have provided is **true and accurate** to the best of your knowledge.

### **Document Checklist:**

- You must confirm that you possess **all required documents** in physical form. These documents will be submitted **along with the printed application** during the physical submission process.

**STEP 9 OF 9 → DOCUMENTS CHECKLIST AND DECLARATION**

**You must attach the following Mandatory Documents in Hard Form along with your application Form. Once you Submit Form and Deposit the Applicant Processing Fee. You will be able to Download the Application Form from the Dashboard**

- 1. All Educational Documents including Transcripts and Degrees/Certificates
- 2. Employment Certificates
- 3. CNIC Copy
- 4. No Objection Certificate (if already employed)

**Declaration**

I hereby solemnly declare that all the entries/information provided by me in this application form, all the additional particulars (if any) furnished along-with it, are correct & true in all respects. If it is found fake or having incorrect information, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

[Previous](#) *Instruction:- Steric (\*) fields are mandatory.* [Submit Form](#)

Note: In case of any query, please email on: [meetings@uop.edu.pk](mailto:meetings@uop.edu.pk)

🖱️ Once ready, click on **“Submit”** to complete your application.

## 📄 Challan Generation & Payment

- After submission, a **Challan** for the **Application Processing Fee** will be automatically generated.
- An **acknowledgment SMS** will also be sent to your **registered contact number**.

## Form Submitted Successfully!

Dear [REDACTED] Your Application Form is Provisionally Submitted. Your Form Number is [REDACTED] Please Deposit Application Processing Fee amounting Rs. 2,500.00 via KuickPay Challan No [REDACTED] on or before **20-MAY-2025** using any banking App.

### How to Pay via KuickPay

You can pay the challan fee online via any banking app. Some video tutorials are as follows:

1. Via Easypaisa: [Watch Tutorial](#)
2. Via Meezan Bank Mobile App: [Watch Tutorial](#)
3. Via JazzCash: [Watch Tutorial](#)
4. Via Bank Al-Habib: [Watch Tutorial](#)
5. Via UBL: [Watch Tutorial](#)
6. From any Other Banking App: [Pay via KuickPay](#)

[Go to My Application](#)

#### Payment Method:

- Use **Kuickpay** to submit the required fee **online**.

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#### Application Tracking

- Return to your **Dashboard** to:
  - View the **status** of your application.
  - Check the **payment status**.
  - Monitor any further updates.

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#### Application Printing

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- On Dashboard, you will be able to view list of all the posts you have applied as follows:

Your Applied List						
S.No	Form No	Applied Date	Applied For	Payment Status	Form Status	Action
1	729	5/4/2025	Assistant Professor in Pharmacy, Department of Pharmacy	0829091033571 Rs. 5,000.00 <b>UnPaid</b>	Provisionally Submitted	<a href="#">View Application Form</a>
2	879	5/5/2025	Assistant professor in Pakistan Studies (Female) at Jinnah College for Women	0829091033612 Rs. 2,500.00 <b>UnPaid</b>	Provisionally Submitted	<a href="#">View Application Form</a>
3	880	5/5/2025	Associate Professor of Computer Science (Female), College of Home-Economics	0829091033613 Rs. 7,000.00 <b>UnPaid</b>	Provisionally Submitted	<a href="#">View Application Form</a>

- The initial Payment Status will be **“unpaid”**. When you pay challan online, this status will be changed to **“Paid”** and an Option **“Print Application Form”** will be available against the applied post as shown below:

Your Applied List						
S.No	Form No	Applied Date	Applied For	Payment Status	Form Status	Action
1	1045	5/7/2025	Assistant Professor in Computer Science, Department of Computer Science	0829091033915 Rs. 2,500.00 <b>Paid</b>	Complete	<a href="#">Print Application Form</a>

**How to Pay via Quickpay**  
 You can pay the challan fee online via any banking app. Some video tutorials are as follows:  
 1. Via Easypaisa: [Watch Tutorial](#)

- Take the Print and submit it to **Meetings Section, University of Peshawar**.