



(STMU-HRMS) Shifa Tameer-e-Millat University - Human Resource Management System

Help Manual

Steps to fill Employee Bio-Data form

Please Call 051-846-4173 for Help

Visit www.stmu.edu.pk

Find Employee-Portal link on right corner of the main page. Click and proceed.

The screenshot displays the homepage of Shifa Tameer-e-Millat University. At the top left is the university's logo, followed by the name "Shifa Tameer -e- Millat University". To the right, there are links for "Online-Admissions", "Job-Portal", and "Employee-Portal". Below these is a search bar with the text "Search ..." and a dropdown arrow, which is highlighted by a red arrow. A dark blue navigation bar contains the following menu items: Home, About Us, Colleges, Faculty, Admissions, Results, Gallery, Careers, and Contact Us. At the bottom right of this bar are social media icons for Facebook, Twitter, LinkedIn, Google+, and RSS. The main content area features a large banner image of a man in a graduation cap and gown. To the right of the banner is a sidebar titled "ADMISSIONS OPEN" with a link "Help - Steps to fill application form || Apply". Below this are two program listings: "Diploma (Short Programs)" and "MBA (Master's in Business Management)".

Register:

By providing correct full Name, CNIC, Gender, Email and Password for login to employee portal.

Registration

Female Male

By clicking the Submit button and registering with STMU-HRMS you agree to accept Terms of Services (TOS), Disclaimer and Privacy Policy of the University and Data.

[Terms of Service](#)

Login:

Enter your email address and password which you provided in previous step and press log-in.

Employee-Login

Please enter your name and password to log in.

[I forgot my password](#)

Keep me signed in

[↪ If You Don't Have Login Account ? > Create New Account \(Registration\)](#)

Step 1- Basic Info:

Complete all steps one by one until your application status is complete. Fill Personal Information in step1



STMU -HRMS

kamran

< > Home / Edit Employee Info

Update Employee Full View

Welcome to STMU Employee Profile !

Remember! Basic information , Qualification , Experience are Mandatory Steps Human-Resource (HRMS)system

Remember! Account is Mandatory Step Health-Insurance(Accounts)

Basic info

- Education
- Professional
- Experience
- Accounts
- Documents

Select College

Select..

Basic Information

Job-ID *

Title *

Name *

Father Name

Employee Type *

General Information

Nationality *

Marital status *

Gender

Blood Group

Date Of Birth

Age *

Maximum Size 1 MB

Select image

Input fields: Job-ID, Title, Name (kamran), Father Name, Employee Type, Nationality, Marital status, Gender (Male), Blood Group, Date Of Birth, Age.

Fill mandatory fields and Save:

Fill all the mandatory fields (with *) and press save changes button in the bottom of each page.

Address

Parmanent Address *

Parmanent (City) *

Current Address

Current (City)

Domicile(Province) *

Domicile (City) *

Contact

City of Birth

Email: *

Cell *

CNIC *

Office Phone

Home Phone *

Accounts

PMDC/PNC <input type="text"/>	Account-Name <input type="text"/>	Account-Number <input type="text"/>
EOBI Tax Number (NTN) <input type="text"/>	OLD-CNIC <input type="text"/>	Family-Number <input type="text" value="EXAMPLE"/>
Military-Service Rank <input type="text"/>	Year of Service <input type="text"/>	Branch <input type="text"/>
Passport Number <input type="text"/>	Passport Expire Date <input type="text"/>	
Driving License Number <input type="text"/>	Driving License Expire Date <input type="text"/>	

Emergency

In case of emergency please notify...?

Name *

Relation *

Phone

Cell *

Email

Address *

Department

Department *

Reporting To *

Job Type *

Job

Job Title *

Joining Date *

Designation Level(ATD)

*Required Fields

Step 2 - Education Detail:

Fill your education information in step 2 one by one. Enter Metric/O-level first and press save then enter HSSC/A-Level onward and press Save.

Basic info

Education

Professional

Experience

Accounts

Documents

List of Education Detail

Education Detail

Enter From Last to First Degree Step by step)

Degree Level *
Select...

Degree Title *

Degree Institute

Percentage/CGPA*

Complete Year*

Country*
Select...

City *
Select...

*Required Fields

Degree	Institute	Percentage	Year	Actions
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Step 3 - Experience Information:

Fill your experience information in step 3 one by one and press Save.

- Basic info
- Education
- Professional
- Experience**
- Accounts
- Documents

List of Experience Detail

Experience Detail

Enter From Last to First Experience Step by step)

Functional Area

Career Level *

Experience Level*

From *

To *

Current Working

Job Title *

Company *

City *

*Required Fields

Experience Title	Experience Level	Actions
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Step 4 - Accounts Information:

Fill your accounts information in step 5, which will use for health insurance and press Save.

- Basic info
- Education
- Professional
- Experience
- Accounts**
- Documents

List of Spouse Detail

Accounts Detail (Important for Health-Insurance)

Name *

Date Of Birth

Gender

Select...

CNIC *(If CNIC is not created, then enter e.g(00000-0000000-0))

Marital status *

Select...

Profession *

Relation *

Select...

*Required Fields

Save changes

Name	Relation	Actions
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Back Next

Step 5 - Upload relevant documents:

Upload your Education, Experience and CNIC Copy.

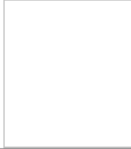
- Basic info
- Education
- Professional
- Experience
- Accounts
- Documents**

List of Document Detail

Document Detail

Document Type *
Select...

Document Name *



Remember ! Maximum Size is less than 1 MB

For Images (only .jpg|.png|.jpeg are allowed)

For Resume (doc and pdf are allowed)

*Required Fields

Type	Name	Path	Actions
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Final View Profile:

Final View Your Profile and Recheck, Your Profile Is Complete.



STMU -HRMS



kamran Danish


Home / Employees Details

- Dashboard
- Edit-Profile
- View-Profile**
- Notifications
- Leaves
- Attendance
- Salary
- Reset-Password
- Lock Screen
- Logout

Employee overview & stats

Profile

Job Title : software developer
Employee Status :



Employee Basic Information List

Full Name	kamran Danish	Father Name	dryahya ahmed	ID	NEW: STMU-0001 OLD: STMU-1224
Date of Birth	02-09-1989	Joining Date	23-02-2012	Probation End	0
Email Address	kamran.stmu@outlook.com	Mobile Number	0313-9396039	Card Issue	No
Gender	Male	Marital Status	Single	CNIC	12101-5829264-7
College	Shifa Tameer-e-Milat University	Department	ITS	Salary	0
Domicile	KPK	Nationality	Pakistani	Blood Group	A +
Current Address	G-9/4 house 1005 street 66			City	Islamabad
Parmanent Address	G-9/4 house 1005 street 66			City	Islamabad

Employee Qualification Information

Degree Name	Institute Name	Complete Year	Percentage/CGPA
FSC	govt college d.i.khan	01-05-2007	58.0
SSC	qurtuba school d.i.khan	06-04-2005	83.0
BSC	qurtuba university d.i.khan	01-04-2009	71
MCS	islamic international islamabad	21-11-2012	66
asas asas	asasas asas asas	04-03-2015	2.3

Employee Experience Information

Job Title	Organization Name	Career Level	Total Experience
web developep	creative tech	Professional	2-3 Years
software developer	shifa tameer e milat university	Professional	1-2 Years
sdsdw	sdsd	Senior Executive (President, CEO, CFO, etc)	1-2 Years
asa Bahsals	asa Bahsals	Professional	2-3 Years

Employee Notifications Information

[OPEN - All](#)

Type	Date	From	Action
Complain	2014-10-11	other	OPEN
Warning	2014-05-11	other	OPEN

Employee Leaves Information (Leaves For Males)

[OPEN - All](#)

S.No	Type	Total	Avail	Balance	Action
1	Earned Leave	30	0	30	VIEW Details
2	Casual Leave	10	0	10	VIEW Details
3	Sick Leave	10	0	10	VIEW Details
Carry-Over			0		

Employee Attendance Information

[OPEN - All](#)

Month / Year
January
2015

[Match Result](#)

Shifa Tameer-e-Milat University
ITS
Monthly-Report - January - 2015

[Download-PDF](#)

Please email your queries and suggestions

on online.admissions@shifacollege.edu or Call 051-846-4173

for Help